
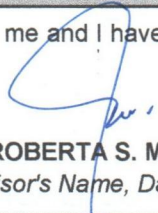


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency with parenthetical title) <div style="text-align: center; font-weight: bold;">Guesthouse Caretaker</div>	
2. ITEM NUMBER <div style="text-align: center;">VISCAB-GUESTC-4-1998</div>		3. SALARY GRADE <div style="text-align: center;">SG-2</div>	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality </div> <div style="width: 30%;"> <input checked="" type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> </div> <div style="width: 30%;"> <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special </div> </div>			
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
<div style="text-align: center;">SUC/ Visayas State University (VSU)</div>		<div style="text-align: center;">VSU</div>	
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK	
<div style="text-align: center;">Office of the Head of Records & Archives (OHRA)</div>		<div style="text-align: center;">VSU, Baybay City, Leyte</div>	
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
<div style="text-align: center;">N/A</div>		<div style="text-align: center;">PER ANNUM P163,356.00</div>	<div style="text-align: center;">ACA/PERA P24,000.00</div>
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
<div style="text-align: center;">Administrative Officer II</div>		<div style="text-align: center;">Chief Administrative Officer</div>	
<div style="text-align: center;">Head, OHRA</div>			
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED			
<i>(if more than seven (7) list only by their item numbers and titles)</i>			
POSITION TITLE		ITEM NUMBER	
<div style="text-align: center;">N/A</div>		<div style="text-align: center;">N/A</div>	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK			
computer, telephone, calculator, puncher, stapler, ballpen etc.			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive / Managerial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
18. WORKING CONDITION			
Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)
Field Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Provides proper records management relative to filing, safekeeping, preservation, storage, retention and disposition of records			
Provides efficient centralized mail/communication and messengerial services to the university;			
Renders efficient records reference services to the different department, centers, units of the university and its clientele;			
Maintains/gathers archives display which showcase valuable records of the university.			

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Serves as Front Desk In-charge			
Provides frontline services by answering queries and requests from students, staff and other clients;			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Must be able to read & write	N/A	N/A	N/A
21e. Core Competencies			Competency Level
1. Exemplifying Integrity - Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules			1
2. Delivering Service Excellence - Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.			1
3. Solving Problems and Making Decisions - Provides timely solutions to problems and decisions dilemmas that have clearcut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process.			1
21f. Organizational Competencies			Competency Level
1. Demonstrating Personal Effectiveness - Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.			1
2. Speaking Effectively - Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials			1
3. Writing Effectively - Refers to and/or uses existing communicatin materials or templates to produce own written work.			1
4. Championing and Applying Information - Demonstates an awareness of basic principles of innovation.			1
5. Planning & Delivering - Designs & implements plans; focuses on one's functional group or area of focus & involving team members from the same group.			1
6. Managing Information - Collects, organizes and maintain data			1
21f. Technical Competencies			Competency Level
Provides general administrative support and clerical services in the OHRA and VSU.			1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
20%	Provides frontline services by answering queries and requests from students, staff and other clients	1	
25%	Receives/releases requests, communications and other documents;	1	
20%	Receives and records all mails before these are delivered to the office/staff concerned;	1	
10%	Assists in the conduct of annual records inventory;	1	
10%	Maintains archival records displayed at the Archives display area of OHRA	1	
10%	Assist in determining the specific and authorized retention periods of non current records and valueless records based on GRDS/RDS;	1	
5%	Performs other functions that maybe assigned from time to time	1	
23. ACKNOWLEDGMENT AND ACCEPTANCE:			
I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.			
 ISABELITA V. SEDROME 09-19-2022 Employee's Name, Date and Signature		 MARIA ROBERTA S. MIRAFLOR 09-19-2022 Supervisor's Name, Date and Signature	