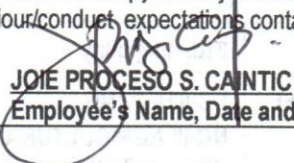
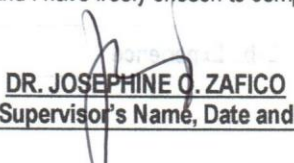
 REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM		1. POSITION TITLE (as authorized by DBM) DRIVER			
2. ITEM NO.: VISCAB-ADA3-175-2004		3. SALARY GRADE : 3			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS					
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 st class <input type="checkbox"/> 2 nd class <input type="checkbox"/> 3 rd class <input type="checkbox"/> 4 th class <input type="checkbox"/> 5 th class <input type="checkbox"/> 6 th class <input type="checkbox"/> Special			
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		6. BUREAU OR OFFICE VSU HOSPITAL			
7. DEPARTMENT/BRANCH/DIVISION		8. WORKSTATION/PLACE OF WORK ViSCA , Baybay City, Leyte			
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED P 136,644.00	12. OTHER ACA PERA P 24,000/annum		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR DR. JOSEPHINE O. ZAFICO		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR DR. MERRY CHRIST'L T. SUPNET-GUINOCOR			
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED (if more than seven (7) list only by their item numbers and titles) None					
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK VSU AMBULANCE					
17. CONTACTS/CLIENTS/STAKEHOLDERS					
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive/Managerial Supervisors	()	()	General Public	()	(x)
Non Supervisors	()	()	Other Agencies	(x)	()
Staff	(x)	(x)	Others (Please specify: Admin Offices)	()	(x)
18. WORKING CONDITION					
Office Work	(x)	Other/s (Please Speciy)			
Field Work	(x)				
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)					
21. QUALIFICATON STANDARDS					
21a. Education	21b. Experience	21c. Training	21d. Eligibility		
BSMT-GRADUATE		(BSC) BASIC SAFETY COURSE FIRST AID	NC-II DRIVING NC-III AGRICULTURAL CROP PRODUCTION		

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 decision 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 communication materials or templates to produce own written work	1
4. Championing & applying innovation – Demonstrates 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 & maintain data.	1
21g. TECHNICAL COMPETENCIES	Competency Level
	1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
22a. Records Management Conduct patients to referral hospital. Demonstrate basic skill and knowledge in driving. Able to apply basic driving and understand basic traffic rules and regulations and uphold patients and safety during conduct. Demonstrates basic skills and knowledge in life techniques applies basic understanding in the upkeep of relevant logbooks and vehicle maintenance records.	1
22b. Information Technology. Vehicular maintenance and maintenance of other equipment like, generator set, fire extinguisher, smoke detector. Demonstrates basic skills and knowledge in vehicular or ambulance maintenance, apply limited technical skills in the upkeep of generator set.	1
22c. Perform other related tasks as may be assigned from time to time Perform messengerial task as ordered by superior. Assist during medical examination (height and weight); Maintain order of lines. Maintain and upkeep of working area.	1
23. ACKNOWLEDGMENT AND ACCEPTANCE	
I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behaviour/conduct expectations contained herein.	
 JOIE PROCESO S. CANTIC Employee's Name, Date and Signature	 DR. JOSEPHINE O. ZAFICO Supervisor's Name, Date and Signature