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2. ITEM NO .: VISCAB	-ADA3-175-200	4	3. SALARY GRAD	E: 3	ne,	t competition	
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5. DEPARTMENT, CORPO	6. BUREAU OR OFFICE						
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7. DEPARTMENT/BRANCH/DIVISION			8. WORKSTATION/PLACE OF WORK				
			ViSCA , Baybay City, Leyte				
9. PRES, APPROP ACT	1. PR	EV. APPROP ACT	11. SALARY AUTHORIZE	D	12. OTH	ERthologisch 3 X	
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13. POSITION TITLE OF	IMMEDIATE SUPER	VISOR	14. POSITION TITLE OF N	IEXT HIG	HER SUP	ERVISOR	
DR.	JOSEPHINE O. ZAF	co	DR. MERRY CHRIST'L T.	SUPNET	r-GUINOC	OR 10 Assessment of the	
15. POSITION TITLE AN	D ITEM OF THOSE D	RECTLY SUPERVISED				1	
(if more than sev	en (7) list only by the	eir item numbers and tit	tles) None	57.6	ON AND	ID STATEMENT OF DU	
16 MACHINE, EQUIPME	NT, TOOLS ETC., US	SED REGULARLY IN PE	RFORMANCE OF WORK		Ti sana	Sellent on Other Sys	
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17. CONTACTS/CLIENT	S/STAKEHOLDERS	is to que ou entre pou	mere april de de de la centra de	A DE	i in ∋posi	surface all the leading of	
17a. Internal	Occasional	Frequent	17b. External	Occas	ional	Frequent	
Executive/Managerial Supervisors Non Supervisors Staff	() () (x) (x)	() () (x) (x)	General Public Other Agencies Others (Please specify: Admin Offfices	in selection	() (x) ()	(x) d.5 (
18. WORKING CONDITI	ON	1078	to almosther area.		4	v. do	
Office Work Field Work		(x) (x)	Other/s (Please Speciy)	7 - 0 - 10		d Apak va mahsa	
19. BRIEF DESCRIPTIO	N OF THE GENERAL	FUNCTION OF THE UN	NIT OR SECTION	tt je	- in the	eur VII rea 12 reage	
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20. BRIEF DESCRIPTION	OF THE GENERAL	FUNCTION OF THE PO	SITION (Job Summary)	14 (C)	100	25. 5 CKNOWLED LIES	
21. QUALIFICATON STA	NDARDS	on the second because	and the second s		-		
21a. Education	21b. Exp	perience	21c. Training		21d. Elig	gibility	
BSMT-GRADUATE		(BSC) BASIC SAFETY COURSE FIRST AID		NC-II DRIVING NC-III AGRICULTURAL CROP PRODUCTION			

		RE COMPETENCIES				Competency Leve
	1.	Exemplifying Integrity Acknowledges and respects authority and	d demonstrates readiness in a	accepting and complying with	rules	1
	2.	Delivering Service Excellence		accepting and complying the		
		Complies with CSC's established standar	ds of delivery or service level	agreements and delivers ex	plicit	1
		requirements of customers.				
	3.	Solving Problems and Making Decision		DEVOCETAGE DE	Teres to b	1
		Provides timely solutions to problems and	decision dilemmas that have	e clearcut options and/or cho	ices and	
		whose solutions are available and can be process.	e accessed from a database	or gleaned from an existing p	olicy or	
21f.	OR	GANIZATIONAL COMPETENCIES		8267-11		Competency Leve
-	1.	Demonstrating Personal Effectivenes	ss - Responds effectively	to guidelines & feedback	on one's	1
		performance, well being and learning dis-	cipline.			
	2.	Speaking Effectively - Effectively deliv	ers messages that simply f	ocus on data, facts or infor	mation &	2n/ 1
		requires minimal preparation or can be si	upported by available comm	unication materials	MODEL TO	
	3.	Writing Effectively – Refers to and/or own written work	uses existing communicatio	n materials or templates to	produce	1
	4.	Championing & applying innovation -	Demonstrates an awarenes	s of basic principles of inno	vation.	GA SORSTAL SHE
	5.	Planning & Delivering - Designs & in	nplements plans; focuses o	n one's functional group or	area of	1
		focus & involving team members from the	e same group.			
	6.	Managing information - Collects, organ	izes & maintain data.	J08W9590	2 F 3 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	01 1 34
1g.	TEC	CHNICAL COMPETENCIES			78B 320L9	Competency Leve
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