	1. POSITION TITLE (as authorized by DBM)							
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4. FOR LOCAL GOVERN			IMENT UNIT AND CLASS		requirements of c			
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5. DEPARTMENT, CORPO	RATION OR AGENCY/L	OCAL GOVERNMENT	2/1. ORGANIZATIONAL COMPETENCI SCHOOL SON					
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13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR					
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15. POSITION TITI	LE AND ITEM OF THO	OSE DIRECTLY SUPE	ERVISED (ennoated USV bne that	staff of the VMO s	Provides support to			
(if more than sev	en (7) list only by the	eir item numbers and	titles) None (1991) 23(11)[[8]2	ES AND RESPON	22. STATEMENT OF DUT			
16 MACHINE, EQUIPME	NT, TOOLS ETC., US	ED REGULARLY IN I	PERFORMANCE OF WORK	n fulls and knowled	ZZa Keconds managemen Demonstrates basic s			
Computer, printer, calculator								
17. CONTACTS/CLIENT	22b. Information Techno							
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19. BRIEF DESCRIPTIO	N OF THE GENERAL	FUNCTION OF THE	UNIT OR SECTION	OHNSON B. VECH	M MAVO			
Serves as liaison office in	Manila for the VSU	Supervisor's Name,		ime, Date and Sign				
20. BRIEF DESCRIPTION	OF THE GENERAL	FUNCTION OF THE	POSITION (Job Summary)					
As as Driver of the office vehicle								
21. QUALIFICATON STA								
21a. Education	21b. Exp	erience	21c. Training	21d. Elig	gibility			
High School Graduate	None requ	uired	None required	Driver's	license			

requirements of customers.  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.  17. CRGANIZATIONAL COMPETENCIES 18. Demonstrating Personal Effectiveness—Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.  28. Speaking Effectively—Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials.  39. Writing Effectively—Refers to and/or uses existing communication materials or templates to produce own written work  40. Championing & applying innovation—Demonstrates an awareness of basic principles of innovation.  50. Planning & Delivering—Designs & implements plans; focuses on one's functional group or area of focus & involving team members from the same group.  61. Managing information—Collects, organizes & maintain data.  62. TECHNICAL COMPETENCIES  63. Provides support to staff of the VMO staff and VSU personnel on efficial business.  63. TECHNICAL COMPETENCIES  64. Provides support to staff of the VMO staff and VSU personnel on efficial business.  64. TECHNICAL COMPETENCIES  65. TECHNICAL COMPETENCIES  66. TECHNICAL COMPETENCIES  67. TECHNICAL COMPETENCIES  68. TECHNICAL COMPETENCIES  69. TECHNICAL COMPETENCIES  60. TECHNICAL COMP	21e. CORE COMPETENCIES		BLIC OF THE PHILIPPINES	Competency Level			
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