



Republic of the Philippines
JOB DESCRIPTION FORM
BC-CSC Form No. 1
(CSC revised version No. 1
as of 2016)

1. POSITION TITLE (as authorized by DBM) with parenthetical title					
2. ITEM NUMBER			3. SALARY GRADE		
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<input type="checkbox"/> provincial <input type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class		<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT			6. BUREAU OR OFFICE		
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK		
9. PRESENT APPROP ACT		10. PREVIOUS APPROP ACT		11. SALARY AUTHORIZED	
				12. OTHER COMPENSATION	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED					
(if more than seven (7) list only by their item numbers and titles)					
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional	Frequent	17b. External	
Occasional		Frequent	Occasional		Frequent
Executive / Managerial		<input type="checkbox"/>	<input type="checkbox"/>	General Public	
Supervisors		<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies	
Non-Supervisors		<input type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):	
Staff		<input type="checkbox"/>	<input type="checkbox"/>	Sponsors	
18. WORKING CONDITION					
Office Work		<input type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)	
Field Work		<input type="checkbox"/>	<input type="checkbox"/>		
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. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
21e. Core Competencies			Competency Level
<div>1. Demonstrating Personal Effectiveness <i>(Recognizes personal strengths and gaps and seeks guidance or resources in laying out development and/or improvement plans.)</i></div> <div>2. Exemplifying Integrity <i>(Influences others to observe and/or adhere to the policies, rules and other standards set by the Commission.)</i></div> <div>3. Solving Problems and Making Decisions <i>(Provides timely solutions to problems and decision dilemmas that do not have clearcut options and assumptions are partial or minimal and need to be identified.)</i></div> <div>4. Speaking Effectively <i>(Effectively delivers messages that require careful planning for the method used and the possible impact of the message; audience may be a large group, i.e., office, organization.)</i></div> <div>5. Writing Effectively <i>(Produces written work from scratch with some guidance while complying to agreed or prescribed standards of communicating within the bureaucracy.)</i></div> <div>6. Delivering Service Excellence <i>(Anticipates, identifies and manages stakeholders' standards and requirements towards excellent customer service.)</i></div> <div>7. Planning and Delivering <i>(Leads the design and implementation of plans, goals and/or objectives which involve members from other units.)</i></div> <div>8. Championing and Applying Innovation <i>(Produces novel, out-of-the-box ideas to improve or replace existing practices and procedures.)</i></div>			(Indicate the required Competency Level here)
21f. Leadership Competencies			Competency Level
<div>1. Thinking Strategically <i>(Displays awareness and demonstrates support to the vision, mission, values, objectives and purposes of CSC as indicated in the CSC Strategy Map/Road Map/ Scorecard.)</i></div>			
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
<div>(State the duties and responsibilities here, using the following numbering format)</div> <div>22.a</div> <div>1.</div> <div>2.</div> <div>22b.</div> <div>1.</div>			

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 behavior/conduct expectations contained herein.	
Employee's Name, Date and Signature	Supervisor's Name, Date and Signature