

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			
2. ITEM NUMBER		3. SALARY GRADE			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<input type="checkbox"/> Province <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 <i>(if more than seven (7) list only by their item numbers and titles)</i>					
POSITION TITLE			ITEM NUMBER		
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional		Frequent	
17b. External		Occasional		Frequent	
Executive / Managerial		<input type="checkbox"/>		<input type="checkbox"/>	
Supervisors		<input type="checkbox"/>		<input type="checkbox"/>	
Non-Supervisors		<input type="checkbox"/>		<input type="checkbox"/>	
Staff		<input type="checkbox"/>		<input type="checkbox"/>	
General Public		<input type="checkbox"/>		<input type="checkbox"/>	
Other Agencies		<input type="checkbox"/>		<input type="checkbox"/>	
Others (Please Specify):					
18. WORKING CONDITION					
Office Work		<input type="checkbox"/>		<input type="checkbox"/>	
Field Work		<input type="checkbox"/>		<input type="checkbox"/>	
Other/s (Please Specify)					
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

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21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility

21e. Core Competencies	Competency Level

21f. Leadership Competencies	Competency Level

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>	

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.

Employee's Name, Date and Signature

Supervisor's Name, Designation, Date and Signature