

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

- Province
- City
- Municipality

- 1st Class
- 2nd Class
- 3rd Class
- 4th Class

- 5th Class
- 6th Class
- 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)

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 Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>
Staff	<input type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify): _____		

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)

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21. QUALIFICATION STANDARDS

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

21e. Core Competencies

Competency Level	
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21f. Leadership Competencies

Competency Level	
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22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

Competency Level	
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Percentage of Working Time

(State the duties and responsibilities here.)

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

Public Schools District Supervisor, Date and Signature