

**INSTRUCTIONS FOR ACCOMPLISHING
THE 2017 REVISED POSITION DESCRIPTION FORM (PDF)**

The following are the instructions on how to properly accomplish the Revised Position Description Form (PDF).

Item 1. POSITION TITLE – Indicate position based on current appointment (e.g. Clerk III, Accountant I). *Select position from the drop-down list in the excel file.*

NOTE: Data for Items 3, 11, 21a, 21b, 21c, and 21d will be automatically generated once the appropriate Position Title is selected from the drop-down list in Item 1.

Item 2. ITEM NUMBER – Leave this blank or write N/A.

Item 3. SALARY GRADE – Indicate the monthly salary based on current appointment. *Salary grade will be automatically generated once the appropriate Position Title is selected from the drop-down list in Item 1.*

Item 4. Leave this blank or write N/A.

Item 5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT – Write down the exact name of the department. Avoid using abbreviations. (Write “Department of Foreign Affairs” instead of “DFA”).

Item 6. BUREAU OR OFFICE – Write down the major subdivision of the agency to which the position belongs and is directly under (e.g. Office of Consular Affairs). Avoid using abbreviations.

Item 7. DEPARTMENT / BRANCH / DIVISION – Write down the immediate subdivision of the office indicated in Item 6 where the position is deployed (e.g. Passport Division). Avoid using abbreviations.

Item 8. WORKSTATION / PLACE OF WORK – Indicate the geographic location of the position.

Item 9. Leave this blank or write N/A.

Item 10. Leave this blank or write N/A.

Item 11. SALARY AUTHORIZED – Indicate the current monthly salary based on current appointment. *Salary will be automatically generated once the appropriate Position Title is selected from the drop-down list in Item 1.*

Item 12. Leave this blank or write N/A.

Item 13. POSITION TITLE OF IMMEDIATE SUPERVISOR – Write down the position or title of the first or immediate supervisor.

“Immediate supervisor” refers to the supervisor nearest in level to the position supervised. For example, in a division consisting of seven (7) positions inclusive of one (1) Foreign Service Officer I as Director of Division and one (1) Foreign Service Officer II as Assistant Director of Division, the immediate supervisor is the latter and not the former.

Item 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR – Write down the position or class/rank title of the next higher supervisor. In the example given in Item 13, this would be the Director of Division, the Foreign Service Staff Officer I.

Item 15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED – Leave this blank

Item 16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK – Write down the machines, equipment or tools used regularly such as a computer, calculator, mechanic's tools or those operated regularly such as a water pump, diesel generator, etc.

Item 17. CONTACTS / CLIENTS / STAKEHOLDERS – Check (left click) the appropriate box to describe the approximate frequency of the contacts required of the position in connection with its work.

Item 18. WORKING CONDITION – Check (left click) the appropriate box that describes the working condition of the position.

Item 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION – Write a brief description of the function of the unit where the position is deployed.

Item 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION – Write a brief description of the function of the position. Any exception to any statement of duties and responsibilities described the employee under Item 22 of this form may be indicated.

Items 21a, 21b, 21c, & 21d. QUALIFICATION STANDARDS – See attached matrix to serve as guide. The items being asked are the minimum qualifications of the position (and not that of the incumbent) based on the Qualifications Standards set by the Civil Service Commission. Data will be automatically generated once the appropriate Position Title is selected from the drop-down list in Item 1.

Item 21e. CORE COMPETENCIES – Write the five core competencies of the DFA (Patriotism, Integrity, Professionalism, Excellence, and Service). Write N/A for Competency level. This has been set as the default.

Item 21f. LEADERSHIP COMPETENCIES – leave this blank

Item 22. STATEMENT OF DUTIES AND RESPONSIBILITIES – Write down in detail what is actually done by the position. The “Percent of Working Time” in the left-hand column should indicate the percentage of working time consumed in performing each statement of duties and responsibilities. List the duties and responsibilities in the order of their importance with the most important duty and responsibility first, the second most important duty second, and so on. Write N/A for Competency level

Item 23. ACKNOWLEDGMENT AND ACCEPTANCE

- a. Employee accomplishing the form should affix his/her signature above his/her FULL NAME. Indicate date signed.
- b. After reading the statements carefully and giving comments on the adequacy, validity and correctness of the facts stated, the immediate supervisor certifies to the completeness and accuracy of the statements/data in the PDF by signing his/her name and indicating the date of certification.

QUALIFICATION STANDARDS*

Please refer to this matrix for item 21 of the Position Description Form

DESIGNATION	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
ACCOUNTANT I	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080
ACCOUNTING CLERK II	Completion of 2 yrs. studies in college	None required	None required	CS Sub Prof
ACCOUNTING CLERK III	Completion of 2 yrs. studies in college	1 yr. relevant experience	4 hours of relevant training	CS Sub Prof
AIRCONDITIONING TECH. I	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Air-Conditioning/Refrigeration Technician
AIRCONDITIONING TECH. II	High School Graduate or Completion of relevant vocational/trade course	1 yr. of relevant experience	4 hours of relevant training	Air-Conditioning/Refrigeration Technician
ARCHIVIST I	Bachelor's degree relevant to the job	None required	None required	CS Prof
ARCHIVIST II	Bachelor's degree relevant to the job	1 yr. of relevant experience	4 hours of relevant training	CS Prof
ATTORNEY III	Bachelor of Laws	1 yr. of relevant experience	4 hours of relevant training	RA 1080
BOOKBINDER III	Elementary School Graduate	None required	None required	None required
CARPENTER II (A)	Elementary School Graduate	None required	None required	Carpenter
CLERK III	Completion of 2 yrs studies in College	None required	None required	CS Sub Prof
CLERK IV	Completion of 2 yrs studies in College	1 yr. of relevant experience	4 hours of relevant training	CS Sub Prof
COMMUNICATION EQUIPMENT OPERATOR III	Completion of 2 yrs studies in College or High School Graduate with relevant vocational/trade course	1 yr. of relevant experience	4 hours of relevant training	None required
COMPUTER OPERATOR II	Completion of 2 yrs studies in College or High School Graduate with relevant vocational/trade course	1 yr. of relevant experience	4 hours of relevant training	CS Prof
DAY CARE WORKER II	High School Graduate	1 yr. of relevant experience	4 hours of relevant training	None required

DRIVER COURIER II	Elementary School Graduate	None required	None required	Driver License
DRIVER COURIER III	Elementary School Graduate	1 yr. of relevant experience	4 hours of relevant training	Driver License
DRIVER II	Elementary School Graduate	None required	None required	Driver License
ELECTRICIAN FOREMAN	High School Graduate or Completion of relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Electrician (Building Wiring)
ELECTRICIAN II	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Electrician (Building Wiring)
ENGINEER I	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080
ENGINEER II	Bachelor's degree in Engineering relevant to the job	1 year or relevant experience	4 hours of relevant training	RA 1080
LABORER II	Must be able to read and write	None required	None required	None required
LEGAL ASSISTANT I	Bachelor's degree	None required	None required	CS Prof
LEGAL ASSISTANT II	Bachelor's degree	None required	None required	CS Prof
LEGAL OFFICER I	Bachelor of Laws	None required	None required	RA 1080
MASON II	Elementary School Graduate	None required	None required	Mason
NURSE I	Bachelor of Science in Nursing	None required	None required	RA 1080
NURSE II	Bachelor of Science in Nursing	1 year of relevant experience	4 hours of relevant training	RA 1080
PAINTER I (B)	Elementary School Graduate	None required	None required	None required
PAINTER II (A)	Elementary School Graduate	None required	None required	None required
PLUMBER II	Elementary School Graduate	None required	None required	None required
WELDER II	Elementary School Graduate	None required	None required	None required

*For PDF purposes only, based on the minimum qualification standards set by the Civil Service Commission.