

INSTRUCTIONS FOR ACCOMPLISHING THE POSITION DESCRIPTION FORM (PDF)

The following instructions show how the Position Description Form (PDF) should be filled and how the supervisor should review it.

THE EMPLOYEE

Item 1. Position Title – Indicate position based on the current appointment

Item 2. Item Number – Leave this blank

Item 3. Salary Grade – Indicate salary grade of position based on the current appointment

Item 4. For Local Government Position, Enumerate Governmental Unit and Class - Leave this blank

Item 5. Department, Corporation or Agency/Local Government - Write down the exact name of the Agency. Avoid using abbreviations. (Write “Department of Foreign Affairs” instead of “DFA”)

Item 6. Bureau of Office – Write down the major subdivision of the agency to which the position belongs and is directly under, such as “Human Resources Management Office”. Avoid using abbreviations.

Item 7. Department/Branch/Division – Write down the immediate subdivision of the office indicated in Item 3 where the position is deployed, such as “Benefits and Welfare Division”. Avoid using abbreviations.

Item 8. Work Station/Place of Work – Indicate the geographic location of the position, such as Manila, Davao, Pasay City, etc.

Item 9. Pres. Approp. Act / Board Res. – Leave this blank

Item 10. Prev. Approp. Act / Board Res. – Leave this blank

Item 11. Salary Authorized – Indicate the current monthly salary based on current appointment and salary grade

Item 12. Other Compensation – Leave this blank

Item 13. Position Title of Immediate Supervisor – Write down the authorized position or class 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 authorized 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. Names, Titles of Employees Supervised Directly – One supervises employees when one gives work assignments or instructions to them and reviews their work. Write down the names and positions or class/rank titles of the employees supervised.

Item 16. Machines, Equipment and Tools Used – 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 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 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.

Item 21a – 21d. Qualifications 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.

Item 21e. Core Competencies - Write down the following DFA Core Competencies

1. Observance of Duty to Country and to DFA
2. Ethical Conduct, Credibility and Integrity
3. Adaptability and Resilience
4. Efficient Delivery of Solutions and Results
5. Service Orientation
6. Effective Communication
7. Cultural and Diplomatic Sensitivity
8. Teamwork and Collaboration

Item 21f. Leadership Competencies – Leave this blank

Item 22. Statement of Duties and Responsibilities – Write down in detail what are 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. The total percent of working time should be 100%. 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.

Item 23. Acknowledgment and Acceptance – The appointee and the supervisor certifies to the completeness and accuracy of the statements/data in the PDF by signing their name and indicating the date of certification.

QUALIFICATION STANDARDS*

Refer to this matrix for item 21a – 21d of the Position Description Form

POSITION TITLE	SG	SALARY	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
ACCOUNTANT I	SG 11	PHP 22,316.00	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080
ACCOUNTING CLERK II	SG 6	PHP 15,524.00	Completion of 2 yrs. studies in college	None required	None required	CS Sub Prof
ACCOUNTING CLERK III	SG 8	PHP 17,505.00	Completion of 2 yrs. studies in college	1 yr. relevant experience	4 hours of relevant training	CS Sub Prof
AIRCONDITIONING TECH. I	SG 6	PHP 15,524.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Air-Conditioning/Refrigeration Technician
AIRCONDITIONING TECH. II	SG 8	PHP 17,505.00	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	SG 10	PHP 20,219.00	Bachelor's degree relevant to the job	None required	None required	CS Prof
ARCHIVIST II	SG 14	PHP 29,277.00	Bachelor's degree relevant to the job	1 yr. of relevant experience	4 hours of relevant training	CS Prof
ATTORNEY III	SG 21	PHP 59,353.00	Bachelor of Laws	1 yr. of relevant experience	4 hours of relevant training	RA 1080
ATTORNEY IV	SG 23	PHP 75,359.00	Bachelor of Laws	2 yrs. of relevant experience	8 hours of relevant training	RA 1080
BOOKBINDER III	SG 7	PHP 16,458.00	Elementary School Graduate	None required	None required	None required
CARPENTER II (A)	SG 5	PHP 14,641.00	Elementary School Graduate	None required	None required	Carpenter
CLERK III	SG 6	PHP 15,524.00	Completion of 2 yrs studies in College	None required	None required	CS Sub Prof
CLERK IV	SG 8	PHP 17,505.00	Completion of 2 yrs studies in College	1 yr. of relevant experience	4 hours of relevant training	CS Sub Prof
COMMUNICATION EQUIPMENT OPERATOR III	SG 9	PHP 18,784.00	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	SG 9	PHP 18,784.00	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	SG 8	PHP 17,505.00	High School Graduate	1 yr. of relevant experience	4 hours of relevant training	None required
DRIVER COURIER II	SG 6	PHP 15,524.00	Elementary School Graduate	None required	None required	Driver License
DRIVER COURIER III	SG 8	PHP 17,505.00	Elementary School Graduate	1 yr. of relevant experience	4 hours of relevant training	Driver License
DRIVER II	SG 4	PHP 13,807.00	Elementary School Graduate	None required	None required	Driver License
ELECTRICIAN FOREMAN	SG 9	PHP 18,784.00	High School Graduate or Completion of relevant vocational/trade course	2 yrs. of relevant experience	4 hours of relevant training	Electrician (Building Wiring)
ELECTRICIAN II	SG 6	PHP 15,524.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Electrician (Building Wiring)
ENGINEER I	SG 12	PHP 24,495.00	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080
ENGINEER II	SG 16	PHP 35,106.00	Bachelor's degree in Engineering relevant to the job	1 year or relevant experience	4 hours of relevant training	RA 1080

ENGINEERING ASSISTANT	SG 8	PHP 17,505.00	Completion of 2 yrs studies in College	1 yr. of relevant experience	4 hours of relevant training	CS Sub Prof
LABORER II	SG 3	PHP 13,019.00	Elementary School Graduate	None required	None required	None required
LEGAL ASSISTANT I	SG 10	PHP 20,219.00	Bachelor's degree	None required	None required	CS Prof
LEGAL ASSISTANT II	SG 12	PHP 24,495.00	Bachelor's degree	None required	None required	CS Prof
LEGAL OFFICER I	SG 14	PHP 29,277.00	Bachelor of Laws	None required	None required	RA 1080
MASON II (A)	SG 5	PHP 14,641.00	Elementary School Graduate	None required	None required	Mason
NURSE I	SG 11	PHP 22,316.00	Bachelor of Science in Nursing	None required	None required	RA 1080
NURSE II	SG 15	PHP 32,053.00	Bachelor of Science in Nursing	1 year of relevant experience	4 hours of relevant training	RA 1080
PAINTER I (B)	SG 3	PHP 13,019.00	Elementary School Graduate	None required	None required	None required
PAINTER II (A)	SG 5	PHP 14,641.00	Elementary School Graduate	None required	None required	None required
PLUMBER II	SG 5	PHP 14,641.00	Elementary School Graduate	None required	None required	None required
WELDER II	SG 6	PHP 15,524.00	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.