



#### Introduction

The AMAES AND GROUP – HRD Training and Organizational Development Unit has been engaged to conduct a job description acquisition from the different departments of AMAES and Group. Kindly accomplish the form for your responses will be considered for the final job description of your respective employees within your department. Further questions concerning the job description process may be addressed via email to AMA Education System – HRD Training and Organizational Development Unit to [kmscorpuz@amaes.edu.ph](mailto:kmscorpuz@amaes.edu.ph) cc [aralee@amaes.edu.ph](mailto:aralee@amaes.edu.ph)

**Thank you for your input and cooperation!**

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*“Sample job description template to be filled in by the department head or his/her officers”*

### JOB DESCRIPTION POSITION

#### A. Job Summary

A short paragraph description of what the employee will be doing generally as to the scope and limitations of his or her duties.

#### B. Duties and Responsibilities

A specific bulleted list of the employee’s key result areas and important day to day tasks to be accomplished, this will also include the specific job descriptive that the employee will be mastering throughout his/her employment within AMAES Inc

#### C. Work Relationships

Reports to: To whom the employee reports to, including the department head for rank and file.

Supervises: N/A for rank and file employees, but for officers or department head must include list of employees under their supervision.

#### D. Qualifications

**Education** : (The specific educational attainment needed for the position or its equivalent academic value.)

**Experience** : (The necessary experience in amount of years on both specific and ad hoc duties that the position may require throughout the employment period.)

**Training:** (The important competencies, trainings, seminars and short courses that the position will require)

**Skills** : (The needed technical know – how for the position encompassing all duties and responsibilities both specific and ad hoc.)

**Tools to be used:** (The specific machinery/gadget/or tool that the position will be requiring too along with the systems and processes online.

JOB DESCRIPTION  
FULL STACK DEVELOPER

A. Job Summary

A web developer or engineer who works on both the front and back ends of a website or application is known as a full stack developer. In this way, they offer a full range of services and can work on database- and user-facing website-building projects.

B. Duties and Responsibilities

1. Work with product managers and development teams to come up with software solutions
2. Create a server-side and client-side architecture.
3. Test software to ensure responsiveness and efficiency
4. Upgrade, debug, and troubleshoot software
5. Cooperating with stakeholders, designers, and developers
6. Making databases and servers to make things work.
7. Developing back-end website applications.
8. Setting up security and data protection
9. Create efficient APIs
10. The creation of technical documentation

C. Work Relationships

Reports to:

Department Head

Supervises:

None

D. Qualifications

Education :

Must be a graduate of: BSIT, BSCS  
Applicable License/certifications:

Experience :

Must have at least \_\_2\_\_ worth of experience in

Training:

A course in:


Skills :

Problem Solving Skills , Logical Skills, Programming skills, Excellent communication and teamwork skills, Experience developing desktop and mobile applications. Familiarity with databases

Tools to be used:

Desktop/Laptop Unit  
Wifi



 <b>MARY MAY MAIKY M. BELMONTE</b>	
Employee Signature	Date

X	
Supervisor Signature	Date
Comments:	

X	
Department Head Signature (if applicable)	Date
Comments:	

Date Received in Human Resources	
Comments:	