

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	
		DATA ENCODER	
2. ITEM NUMBER		3. SALARY GRADE	
N/A		SG 7	
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 checked="" 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	
N/A		NATIONAL IRRIGATION ADMINISTRATION, REGION 1	
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK	
BAYAOAS SRIP, PANGASINAN IRRIGATION MANAGEMENT OFFICE		URDANETA CITY, PANGASINAN	
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
N/A		PHP 15,738.00 - PHP 16,604.00	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
PRINCIPAL ENGINEER C		DIVISION MANAGER A	
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	
N/A		N/A	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK			
Computer, Ballpen, Engineering Field Book, etc.			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive / Managerial	<input type="checkbox"/>	<input type="checkbox"/>	General Public
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies
Non-Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):
Staff	<input type="checkbox"/>	<input type="checkbox"/>	
18. WORKING CONDITION			
Office Work	<input checked="" 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			
To develop the full potential of water impounded in the reservoir along Bayaoas River for irrigation, fish culture and other potential purposes.			

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

- Encode and maintain accurate electronic-based data;
- Prepare service records, appointments, plantilla, payrolls, leaves and personnel reports under Bayaoas SRIP;
- Reproduce Memorandum Circulars, communications and other data for distribution;
- Perform other related functions.

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of two (2) years studies in college or High School Graduate or Completion of relevant vocational/trade course	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service (Subprofessional)

21e. Core Competencies	Competency Level
N/A	N/A

21f. Leadership Competencies	Competency Level
N/A	N/A

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

Percentage of Working Time	(State the duties and responsibilities here:)	N/A
N/A	N/A	

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.


MARC BRYAN O. DUZON
Employee's Name, Date and Signature


ENGR. GAUDENCIO M. DE VERA
Supervisor's Name, Date and Signature