

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		
			GENERAL MANAGER		
2. ITEM NUMBER			3. SALARY GRADE		
0001			SG-30		
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
Province		1st Class		5th Class	
City		2nd Class		6th Class	
Municipality		3rd Class		Special	
		4th Class			
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT			6. BUREAU OR OFFICE		
NATIONAL HOUSING AUTHORITY (GOCC)			Test Bureau		
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK		
Office of the General Manager					
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					
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
17. CONTACT / CLIENTS / STAKEHOLDERS					
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Managerial Supervisors Non-Supervisors Staff			General Public Other Agencies Others (Please Specify):		

18. WORKING CONDITION					
Office Work			Others (Please Specify):		
Field Work					
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)					
21. QUALIFICATION STANDARDS					
21a. Education	21b. Experience	21c. Training	21d. Eligibility		
21e. Core Competencies			Competency Level		
I. Trst			2.00 (Intermediate)		
II. Leadership			1.00 (Novice)		
IV. test					
21f. Technical / Organizational Competencies			Competency Level		
V. Can do techni			1.00 (Novice)		
21g. Leadership Competencies			Competency Level		
III. Can Test			3.00 (Advance)		
22. STATEMENT OF DUTIES AND RESPONSIBILITIES			Competency Level		
Percentage of Working Time	Duties and Responsibilities				
	1.1. Supervises preparation of detailed engineering design for project implementation.		2.00 (Intermediate)		
	2. test				
	3. Supervises the documentation of recommendations for approval/disapproval of joint venture projects or loans and other credit accommodations.		3.00 (Advance)		
	4. Supervises the documentation of recommendations for approval/disapproval of joint venture projects or loans and other credit accommodations.		3.00 (Advance)		
23. ACKNOWLEDGEMENT AND ACCEPTANCE:					
<p>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.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____ Employee's Name and Signature Date: _____</p> </div> <div style="width: 45%;"> <p>_____ Supervisor's Name and Signature Date: _____</p> </div> </div>					