1. POSITION TITLE (as approved by authorized agency) with parenthetical title
UTILITY WORKER I

2. ITEM NUMBER	3. SALARY GRADE
N/A	**SG-1, Step 1**

4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS

☐ Province
☐ City
☐ Municipality

Republic of the Philippines
POSITION DESCRIPTION FORM
DBM-CSC Form No. 1
(Revised Version No. 1 , s. 2017)

☐ 1st Class ☐ 5th Class
☐ 2nd Class ☐ 6th Class
☐ 3rd Class ☐ Special
☐ 4th Class

5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT	6. BUREAU OR OFFICE
Department of Education	**Department of Education / Schools Division of Bulacan**
7. DEPARTMENT / BRANCH / DIVISION	8. WORKSTATION / PLACE OF WORK
(SCHOOL DISTRICT)	**(PLACE OF WORK)**

9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
N/A	N/A	**Php 547.00/day**	**PERA Php 90.90/day**

13. POSITION TITLE OF IMMEDIATE SUPERVISOR	14. POSITION TITLE OF NEXT HIGHER SUPERVISOR
School Principal	**Schools Division Superintendent**

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

Grass cutter, wheelbarrow, garden hose, etc.

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive /Managerial			General Public		
Supervisors			Other Agencies		

Non-Supervisors Staff	Others (Please Specify): _____

18. WORKING CONDITION	
Office Work Field Work	Other/s (Please Specify)

19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION

Must maintain a clean work area and facilities at all times

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

Perform routine maintenance activities in a variety of work environment

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Must be able to read and write/Elementary school graduate	**None required**	**None required**	**None required**

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)		Competency Level
Percentage of Working Time	*(State the duties and responsibilities here:)*	
20%	1. Clean buildings, offices and surroundings..	***NA***
20%	2. Keeps office equipment and furniture clean and orderly.	
20%	3. Collects dumps or burns garbages; open doors and windows before office hours; hauls and transfer office furnitures.	
20%	4. Occasionally does messengerial, minor clerical and simple repair works.	
20%	5. May drain, scrape or clean canals, gutter and similar structures.	

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.

Employee's Name, Date and Signature	Assistant Schools Division Superintendent