

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

| | |
|---|---|
| <input type="checkbox"/> Province <input type="checkbox"/> City <input type="checkbox"/> Municipality | Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No.1 , s. 2017) |
| <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input 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 |
| 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 Supervisors | | | General Public 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 |

| <i>Percentage of Working Time</i> | <i>(State the duties and responsibilities here:)</i> | |
|-----------------------------------|--|-----------|
| 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