|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Republic of the Philippines  **Pamantasan ng Lungsod ng Maynila**  (University of the City of Manila)  Intramuros, Manila | | | PLM_Seal_BOR-approved_2014 |
|  | **JOB DESCRIPTION FORM**  **(For PLM Use Only)**  Must be encoded in soft template. Boxes can be expanded | | |  |
| **Name (**Family Name, First Name, Middle Initial) | |  | | |
| **Position/Designation** | |  | | |
| **Office/College** | |  | | |
| **Reports To** (Position Title of the Superior) | |  | | |
| **Span of Supervision**, if applicable | |  | | |
| **Educational Qualification**  (Write all degrees obtained, start with the highest) | |  | | |
| **Salary Grade, Step** | |  | | |
| **Date of Entry** | |  | | |
| **Status of Employment** | |  | | |
| **Date of Last Promotion**, if any | |  | | |
| **Major Final Output** | |  | | |
| **Office Performance Commitment and Review**  (Classify OPCR in terms of Instruction, Research, Extension and Production, if applicable) | |  | | |
| **Programs/ Projects/ Outputs/ Indicators**  (Classify according to Core Function, Strategic Function and Support Function in terms of Instructions, Research, Extension, and Production) | |  | | |
| **Duties and Responsibilities**  (Based on Program/ Projects/ Outputs/ Indicators) | |  | | |
| **Operating Environment, Framework, Boundaries, Working Relationships** | |  | | |
| **Equipment Used** | |  | | |
| **Decision Making Authority, if applicable** | |  | | |
| **Problems Encountered and Interventions Done** | |  | | |
|  | | |  | |
| SIGNATURE OVER PRINTED NAME  OF THE EMPLOYEE | | | SIGNATURE OVER PRINTED NAME  OF THE SUPERVISOR | |
|  | | |  | |
| VICE PRESIDENT | | | EXECUTIVE VICE PRESIDENT | |