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|  | 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** |  |
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| SIGNATURE OVER PRINTED NAME OF THE EMPLOYEE | SIGNATURE OVER PRINTED NAME OF THE SUPERVISOR |
|  |  |
| VICE PRESIDENT | EXECUTIVE VICE PRESIDENT |