

# MLC/IHA Position Description

PD No. \_\_\_\_\_

Sex: Either      MLC      IHA

(To be completed by HRO)

<b>A. OFFICIAL CLASSIFICATION ACTION (To be completed by HRO)</b>					
Job Title	Job No.	Grade	LAD	Initial	Principal Classifier (Signature and Date)
1. First Action					
2. Second Action					
3. Applicable Job Definition – Closely matches or represents work performed					
Job Title	Job No.	Grade	LAD	%	Remarks
(1)					
(2)					
(3)					
(4)					
<b>B. REQUESTING OFFICE ACTION (To be completed by Activity)</b>					
4. Activity:					Code
Department:					
Division:					
Branch:					
Section:					
5. Work Place					
6. Requested Job Title	Job No.	Grade	LAD	No. of Positions	
7. Supervisory Work (Complete if the position performs as a regular supervisor)					
7a. Performs administrative and technical supervisory duties as      Head      Assistant of					%
_____					
(Organizational Unit Supervised. No need to fill in, when same as 4 above.)					
7b. List Number, Job Titles/Job No. and Grades of Subordinates (Attach sheet, if necessary)					
8. Category Target                  Trainee Limited Term        HPT		9.    New Position      Trainee Position (PD No.) _____ Revised Position (PD No.) _____ Others (Specify) _____			

(Continued on reverse)

10. Major Duties and Responsibilities

10a. Applicable Job Definition – Closely matches or represents work performed (Complete where readily identifiable)

Job Title	Job No.	Grade	LAD	%	Remarks
(1)					
(2)					
(3)					

10b. Or, list here or attach task list, if necessary.

Task No.	Task List (Concise but descriptive information)	%

12. Requested by (Signature, Title and Date)

13. Certified by (Signature, Title and Date)

14. Approved by Position Management Officer (Signature and Date)