

MLC/IHA Position Description

PD No. _____

Sex: Either MLC IHA

(To be completed by HRO)

A. OFFICIAL CLASSIFICATION ACTION (To be completed by HRO)					
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. REQUESTING OFFICE ACTION (To be completed by Activity)					
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 <input type="checkbox"/> Head <input type="checkbox"/> Assistant of _____ <small>(Organizational Unit Supervised. No need to fill in, when same as 4 above.)</small>					%
7b. List Number, Job Titles/Job No. and Grades of Subordinates (Attach sheet, if necessary)					
8. Category <input type="checkbox"/> Target <input type="checkbox"/> Trainee <input type="checkbox"/> Limited Term <input type="checkbox"/> HPT		9. <input type="checkbox"/> New Position <input type="checkbox"/> Trainee Position (PD No.) _____ <input type="checkbox"/> Revised Position (PD No.) _____ <input type="checkbox"/> 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)