

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title			
		Psychologist I			
2. ITEM NUMBER		3. SALARY GRADE			
		11			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<input type="checkbox"/> Province <input type="checkbox"/> City <input type="checkbox"/> Municipality		<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 Health			Treatment and Rehabilitation Center		
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK		
Residential / In-Patient Treatment Division - Psychology Section					
9. PRESENT APPROP ACT		10. PREVIOUS APPROP ACT		11. SALARY AUTHORIZED	12. OTHER COMPENSATION
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
POSITION TITLE			ITEM NUMBER		
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional		Frequent	
17b. External		Occasional		Frequent	
Executive/Managerial		<input type="checkbox"/>		<input type="checkbox"/>	
Supervisors		<input type="checkbox"/>		<input type="checkbox"/>	
Non-Supervisors		<input type="checkbox"/>		<input type="checkbox"/>	
Staff		<input type="checkbox"/>		<input type="checkbox"/>	
General Public		<input type="checkbox"/>		<input type="checkbox"/>	
Other Agencies		<input type="checkbox"/>		<input type="checkbox"/>	
Others (Please Specify): _____					
18. WORKING CONDITION					
Office Work		<input type="checkbox"/>		<input type="checkbox"/>	
Field Work		<input type="checkbox"/>		<input type="checkbox"/>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
Treatment modality for drug-dependent patients.					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)					
Responsible for psychological assessment (i.e., administers, evaluates, and interprets), psychotherapy and/or counseling for individual or group, therapeutic sessions and lectures.					

21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Master's Degree in Psychology	None required	None required	R.A. No. 10029 (Psychologist)
21e. Core Competencies			Competency Level
1. Exemplifying Integrity			2
2. Professionalism			2
3. Service Excellence			2
21f. Leadership Competencies			Competency Level
N/A			
21g. Organizational Competencies			Competency Level
1. Effective Communication Skills			2
2. Effective Interpersonal Relations			2
3. Organizational Awareness and Commitment			2
21h. Technical Competencies			Competency Level
1. Data Recording and Reporting			2
2. Legal Proficiency			2
3. Planning, Organizing and Delivering			2
4. Records Management			2
5. Research and Analysis			2
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>		<i>(Indicate the required Competency Level here)</i>
30%	1. Prepares certificates for issuance (confinement and true copies)		
15%	2. Encodes and analyzes patients' records;		
15%	3. Prepares patients' monthly statistical records;		
15%	4. Systematizes retention and disposal of patients' records;		
10%	5. Maintains database of patients' records;		
10%	6. Facilitates court communication; and		
5%	7. Performs other duties that may be assigned.		
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		Supervisor's Name, Designation, Date and Signature	

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title			
		Psychologist II			
2. ITEM NUMBER		3. SALARY GRADE			
		15			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<input type="checkbox"/> Province <input type="checkbox"/> City <input type="checkbox"/> Municipality		<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 Health			Treatment and Rehabilitation Center		
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK		
Clinical Program					
9. PRESENT APPROP ACT		10. PREVIOUS APPROP ACT		11. SALARY AUTHORIZED	12. OTHER COMPENSATION
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
POSITION TITLE			ITEM NUMBER		
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional		Frequent	
17b. External		Occasional		Frequent	
Executive/Managerial		<input type="checkbox"/>		<input type="checkbox"/>	
Supervisors		<input type="checkbox"/>		<input type="checkbox"/>	
Non-Supervisors		<input type="checkbox"/>		<input type="checkbox"/>	
Staff		<input type="checkbox"/>		<input type="checkbox"/>	
General Public		<input type="checkbox"/>		<input type="checkbox"/>	
Other Agencies		<input type="checkbox"/>		<input type="checkbox"/>	
Others (Please Specify):		_____			
18. WORKING CONDITION					
Office Work		<input type="checkbox"/>		<input type="checkbox"/>	
Field Work		<input type="checkbox"/>		<input type="checkbox"/>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
Treatment modality for drug-dependent patients.					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)					
Responsible to conduct psychological tests and provide counseling to both psychiatric and non-psychiatric patients.					

21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Master's degree in Psychology	One (1) year of relevant experience involving the delivery of psychological services	8 hours of relevant training on the training on the delivery of psychological services which include psychological interventions, psychological assessment and psychological programs	R.A. No. 10029 (Psychologist)
21e. Core Competencies			Competency Level
1. Exemplifying Integrity			2
2. Professionalism			2
3. Service Excellence			2
21f. Leadership Competencies			Competency Level
N/A			
21g. Organizational Competencies			Competency Level
1. Effective Communication Skills			2
2. Effective Interpersonal Relations			2
3. Organizational Awareness and Commitment			2
21h. Technical Competencies			Competency Level
1. Learning Facilitation			2
2. Patient-Centered Care			2
3. People Management			2
4. Planning, Organizing and Delivering			2
5. Research and Analysis			2
6. Respecting and Caring for Patients			2
7. Therapy, Consulting and Behavioral Assessment			2
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>		<i>(Indicate the required Competency Level here)</i>
20%	1. Administers and evaluates a battery of projective tests to individuals to determine the personality facets of the subjects;		
20%	2. Conducts dorm activities, lectures and group dynamics with social workers;		
15%	3. Provides counseling to both psychiatric and non-psychiatric individuals;		
15%	4. Conducts psychological evaluation accomplished through gathering and integration of psychology related data particularly, but not limited to, psychological tests results, to determine clients personality, psychological functioning, and treatment foci;		
10%	5. Administers psychological assessment tools particularly, but not limited, to standardized psychological tests, to clients subject for treatment and rehabilitation;		
10%	6. Makes rounds in wards and prepares evaluation reports; and		
10%	7. Participates in case conferences, crisis intervention and stress management.		
5%	8. Performs other duties as may be assigned.		
23. ACKNOWLEDGMENT AND ACCEPTANCE:			
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_____		_____	
Employee's Name, Date and Signature		Supervisor's Name, Designation, Date and Signature	

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		Psychologist III			
2. ITEM NUMBER		3. SALARY GRADE			
		18			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<input type="checkbox"/> Province <input type="checkbox"/> City <input type="checkbox"/> Municipality		<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 Health			Treatment and Rehabilitation Center		
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK		
Aftercare & Outpatient Division					
9. PRESENT APPROP ACT		10. PREVIOUS APPROP ACT		11. SALARY AUTHORIZED	12. OTHER COMPENSATION
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
POSITION TITLE			ITEM NUMBER		
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional		Frequent	
17b. External		Occasional		Frequent	
Executive/Managerial		<input type="checkbox"/>		<input type="checkbox"/>	
Supervisors		<input type="checkbox"/>		<input type="checkbox"/>	
Non-Supervisors		<input type="checkbox"/>		<input type="checkbox"/>	
Staff		<input type="checkbox"/>		<input type="checkbox"/>	
General Public		<input type="checkbox"/>		<input type="checkbox"/>	
Other Agencies		<input type="checkbox"/>		<input type="checkbox"/>	
Others (Please Specify):		_____			
18. WORKING CONDITION					
Office Work		<input type="checkbox"/>		<input type="checkbox"/>	
Field Work		<input type="checkbox"/>		<input type="checkbox"/>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
Treatment modality for drug-dependent patients.					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)					
Responsible for psychotherapeutic intervention and psychological research.					

21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Master's degree in Psychology	2 years of relevant experience involving the delivery of psychological services	16 hours of relevant training on the training on the delivery of psychological services which include psychological interventions, psychological assessment and psychological programs	R.A. No. 10029 (Psychologist)
21e. Core Competencies			Competency Level
1. Exemplifying Integrity			3
2. Professionalism			3
3. Service Excellence			3
21f. Leadership Competencies			Competency Level
N/A			
21g. Organizational Competencies			Competency Level
1. Effective Communication Skills			3
2. Effective Interpersonal Relations			3
3. Organizational Awareness and Commitment			3
21h. Technical Competencies			Competency Level
1. Diversity Management			3
2. People Management			3
3. Performance Management System			3
4. Planning, Organizing and Delivering			3
5. Research and Analysis			3
6. Respecting and Caring for Patients			3
7. Therapy, Consulting and Behavioral Assessment			3
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>		<i>(Indicate the required Competency Level here)</i>
20%	1. Leads and manages the staff of the Psychology Section;		
20%	2. Supervises counseling to both psychiatric and non-psychiatric individuals;		
20%	3. Evaluates the conduct of psychological evaluation accomplished through gathering and interpretation of psychology-related data particularly, but not limited to, psychological tests results;		
20%	4. Supervises the conduct of dorm activities, lectures, group dynamics, etc. in relation to treatment center modality;		
15%	5. Facilitates psychological seminar-workshops and provides technical consultations and assistance; and		
5%	6. Performs other duties as may be assigned.		
23. ACKNOWLEDGMENT AND ACCEPTANCE:			
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_____		_____	
Employee's Name, Date and Signature		Supervisor's Name, Designation, Date and Signature	