|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | **DESCRIPCIÓN DE PUESTOS** | | | **RSGC5.3,A** | | |
| **Descripción General** | | | **Fecha:** | | |
| **Edición: 1** | | |
| **Página:** | | |
| **Unidad:** | | | | **Área:** | | | | |
| **IDENTIFICACIÓN DEL PUESTO** | | | | | | | | |
| **NOMBRE DEL PUESTO** | | | | | **No. DE PERSONAS EN EL PUESTO** | | | |
|  | | | | | **1** | | | |
| **TRAMO DE CONTROL** | | | | | | | | |
| **REPORTA A:** | | | | | | | | |
| **SUPERVISA A:** | | | | | | | | |
| **DESCRIPCIÓN GENERAL:** | | | | | | | | |
| **DESCRIPCIÓN ESPECÍFICA** | | | | | | | | |
| 1 |  | | | | | | |
| 2 |  | | | | | | |
| 3 |  | | | | | | |
| 4 |  | | | | | | |
| 5 |  | | | | | | |
| 6 |  | | | | | | |
| 7 |  | | | | | | |
| 8 |  | | | | | | |
| 9 |  | | | | | | |
| 10 |  | | | | | | |
| 11 |  | | | | | | |
| 12 |  | | | | | | |
| 13 |  | | | | | | |
| 14 |  | | | | | | |
| 15 |  | | | | | | |
| 16 |  | | | | | | |
| 17 |  | | | | | | |
|  |  | | | | | | |
| **ESPECIFICACIÓN DEL PUESTO** | | | | | | | | |
| **ESCOLARIDAD:** | | | | | | | | |
| **EXPERIENCIA:** | | | | | | | | |
| **CONOCIMIENTOS Y HABILIDADES** | | | | | | | | |
| 1 |  | | | | | | | |
| 2 |  | | | | | | | |
| 3 |  | | | | | | | |
| 4 |  | | | | | | | |
| 5 |  | | | | | | | |
| 6 |  | | | | | | | |
| 7 |  | | | | | | | |
| 8 |  | | | | | | | |
| 9 |  | | | | | | | |
| 10 |  | | | | | | | |
| |  |  | | --- | --- | | **COMPETENCIAS** | | | 1 |  | | 2 |  | | 3 |  | | 4 |  | | 5 |  | | 6 |  | | 7 |  | | 8 |  | | 9 |  | | 10 |  | | **RELACIONES** | |   **INTERNAS** | | | | | | | |
| 1 | |  | | | | | |
| 2 | |  | | | | | |
| 3 | |  | | | | | |
| 4 | |  | | | | | |
| **EXTERNAS** | | | | | | | | |
| 1 | |  | | | | | |
| 2 | |  | | | | | |
| 3 | |  | | | | | |
| 4 | |  | | | | | |

|  |
| --- |
| **NOMBRE Y FIRMA DE LA PERSONA QUE AUTORIZA** |
| NOMBRE |

|  |
| --- |
| **NOMBRE Y FIRMA DEL TRABAJADOR** |
| NOMBRE |

|  |  |  |
| --- | --- | --- |
| **FECHA** | | |
| **DÍA** | **MES** | **AÑO** |
|  |  |  |