

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE PRADO, LOUIS PAPA (Family Name) (Given Name) (Middle Name)											
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State College of Agriculture		3. BUREAU OR OFFICE Radio Station DYAC											
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK											
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: 7b. OTHER COMPENSATION:											
8. OFFICIAL DESIGNATION OF POSITION Electronics & Communication Equipment Technician I		9. WORKING PROPOSED TITLE Electronics & Communication Equipment Technician I											
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)											
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th []													
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.													
<table border="0"><thead><tr><th>Percent of Working Time</th><th>DUTIES</th></tr></thead><tbody><tr><td>75%</td><td>1. Maintain the operational condition of the broadcast equipment in Radio Station DYAC.</td></tr><tr><td>15%</td><td>2. Does boardwork on assigned schedules at the studio/transmitter.</td></tr><tr><td>5%</td><td>3. Monitor the broadcast equipment.</td></tr><tr><td>5%</td><td>4. Perform other jobs as assigned by the immediate supervisor/station manager.</td></tr></tbody></table>				Percent of Working Time	DUTIES	75%	1. Maintain the operational condition of the broadcast equipment in Radio Station DYAC.	15%	2. Does boardwork on assigned schedules at the studio/transmitter.	5%	3. Monitor the broadcast equipment.	5%	4. Perform other jobs as assigned by the immediate supervisor/station manager.
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14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Station Manager

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director of Ext. & Non-formal Education

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)
- none -

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
Tester, repair tools, tape recorder, turntable, etc.

18. CONTRACT

Occasional Frequent

General Public	[x]	[]
Other Agencies	[x]	[]
Supervisors	[]	[x]
Management	[]	[x]
Other (Specify)	[]	[]

19. WORKING CONDITION

Normal Working Condition	[x]
Field Work	[]
Field Trips	[]
Exposed to Varied Weather	[]
Others (Specify)	[]

20. I CERTIFY that the above answers are accurate and complete.

JANUARY 29, 2001

Date

Signature of Employee

21. Describe briefly the general function of the Unit or Section.
Station DYAC serves as an integral unit in the technology transfer programs of VISCA & a mass medium complement for the overall agricultural extension programs in the regions it can effectively reach.

22. Describe briefly the general function of the position.
Performs boardwork on specific hours at the Master Control and transmitter area of the radio station; provide technical support during recording; maintain broadcast equipment.

23a. Indicate the required qualifications by years and kind of education considered in filling up a vacancy for this position. (Keep the position in mind rather than the qualifications of the present incumbent. This item should be filled for all positions other than teaching).

Education: Completion of two years studies in college.

Experience: None required.

23b. Licenses or certificates required to do this work, if any.

License to practice profession.

24. I HEREBY CERTIFY that the above answers are accurate and complete.

JAN. 29, 2001

Date

NORBERTO F. CANADA

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

PACIENCIA P. MILDAN

Head of Agency