

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE GUINIPAAN ARLYN ALBARICO (Family Name) (Given Name) (Middle Name)
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Leyte State University		3. BUREAU OR OFFICE DMPS
4. DEPT./BRANCH/DIVISION Dept. of Mathematics, Physics & Statistics		5. WORK STATION/PLACE OF WORK Leyte State University
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. V13CAB-ADA6-97-04	7a. SALARY P.A.: P7,606.00 7b. OTHER COMPENSATION: P1000.00 ACA/PERA
8. OFFICIAL DESIGNATION OF POSITION Data Entry Machine Operator I		9. WORKING PROPOSED TITLE Administrative Aide VI
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)
12. FOR LOCAL GOVERNMENT POSITION, CLER GOVERNMENT UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] <div style="display: flex; justify-content: space-around;"> 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div>		
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.		
Percent of Working Time	DUTIES	
60%	Reproduces test questions handout, syllabus, instructional material using computer mimeo machine	
15%	Types records and files DMPS communications	
15%	Prepares payroll, RIV, travels and documents of DMPS	
10%	Incharge of DAEAM Library, keeps and issues book, magazines, articles of borrower, and do other duties assigned by the supervisor.	

<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head</p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR College Professor</p>																												
<p>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)</p>																													
<p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. typewriter, telephone, scissor, puncher, etc.</p>																													
<p>18. CONTRACT</p> <table style="width: 100%;"> <tr> <td></td> <td style="text-align: center;">Occasional</td> <td style="text-align: center;">Equipment</td> </tr> <tr> <td>General Public</td> <td style="text-align: center;">[x]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </table>		Occasional	Equipment	General Public	[x]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	<p>19. WORKING CONDITION</p> <table style="width: 100%;"> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> </tr> </table>	Normal Working Condition	[x]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
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<p>20. I CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p style="text-align: center;"><u>October 19, 2004</u> Date</p> </div> <div style="width: 45%; text-align: right;"> <p><i>Arlyn A. Guinpaan</i> ARLYN A. GUINPAAN Signature of Employee</p> </div> </div>																													
<p>21. Describe briefly the general function of the Unit or Section To provide instruction, research & extension.</p>																													
<p>22. Describe briefly the general function of the position. Clerical services/ Encoder</p>																													
<p>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).</p> <p>Education: Completion of two years studies in college.</p> <p>Experience:</p>																													
<p>23b. Licenses or certificates required to do this work, if any. Professional Agricultural Engineer Data Encoder</p>																													
<p>24. I HEREBY CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p style="text-align: center;">_____ Date</p> </div> <div style="width: 45%; text-align: right;"> <p><i>Remberto A. Tatindol</i> REMBERTO A. TATINDOL Signature and Title of Immediate Supervisor</p> </div> </div>																													
<p>25. APPROVED:</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p style="text-align: center;">_____ Date</p> </div> <div style="width: 45%; text-align: right;"> <p>PACIENCIA P. MILAN Head of Agency</p> </div> </div>																													