
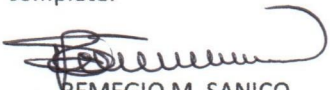
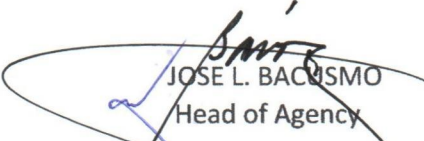


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE  Oracion Roberto I. (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE  GENERAL SERVICES DIVISION	
4. DEPT./BRANCH/DIVISION GENERAL SERVICES DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		7a. SALARY P.A.: ₱15,052.00  7b. OTHER COMPENSATION: ₱24,000.00	
6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. VISCAD-ADAG-112-2004			
8. OFFICIAL DESIGNATION OF POSITION Administrative Aide VI		9. WORKING PROPOSED TITLE Administrative Aide VI	
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.			
Percent of : Working Time:			
D U T I E S			
40	Undertakes rewinding of electric motor, alternator & starter motor		
30	Undertakes electrical repair of vehicles		
15	Undertakes motorcycle/grass cutter repair & overhaul		
15	Undertakes repair of laboratory & office equipment		

<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</p> <p style="text-align: center;">Administrative Asst. V</p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</p> <p style="text-align: center;">Director, GSD</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.</p> <p style="text-align: center;">Wrenches, plier, screw driver, stars screw, testes, disc grinder, hand drill, soldering iron</p>																													
<p>18. CONTRACT</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> </thead> <tbody> <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> </tbody> </table>		Occasional	Frequent	General Public	{ x }	{ }	Other Agencies	{ }	{ }	Supervisors	{ }	{ }	Management	{ }	{ }	Other (Specify)	{ }	{ }	<p>19. WORKING CONDITION</p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <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> </tbody> </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; align-items: flex-end; margin-top: 20px;"> <div style="text-align: center;"> <p><u>3-17-2015</u></p> <p>Date</p> </div> <div style="text-align: center;">   <p>Signature of Employee</p> </div> </div>																													
<p>21. Describe briefly the general function of the Unit or Section.</p> <ol style="list-style-type: none"> <li>1. To undertake repair &amp; maintenance of farm equipment, vehicles and machineries</li> <li>2. To provide transportation services and land preparation and improvements</li> <li>3. To perform other related activities assigned by superior</li> </ol>																													
<p>22. Describe briefly the general function of the position.</p> <p style="text-align: center;">Repair &amp; maintenance for motor vehicles, farm equipment &amp; machineries</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 qualificatin of the present incumbent. This item should be filled for all positions other than teaching).</p> <p>Education: High School Graduate</p> <p>Experience:</p>																													
<p>23b. Licenses or certificates required to do this work, if any.</p>																													
<p>24. I HEREBY CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"> <div style="text-align: center;"> <p>_____</p> <p>Date</p> </div> <div style="text-align: center;">   <p>REMEGIO M. SANICO Administrative Asst. V</p> <p>Signature and Title of Immediate Supervisor</p> </div> </div>																													
<p>25. APPROVED:</p> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"> <div style="text-align: center;"> <p>_____</p> <p>Date</p> </div> <div style="text-align: center;">   <p>JOSE L. BACUSMO Head of Agency</p> </div> </div>																													