

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)	1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; margin-top: 5px;"> BANDALAN (Family Name) MARVIN (Given Name) BAYNO (Middle Name) </div>
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte	3. BUREAU OR OFFICE
4. DEPT./BRANCH/DIVISION	5. WORK STATION/PLACE OF WORK
<div style="display: flex;"> <div style="flex: 1;"> 6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. </div> <div style="flex: 1;"> 6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. VISCAB-ADA3-192-2004 </div> </div>	<div style="margin-bottom: 10px;"> 7a. SALARY P.A.: P 130,596.00 </div> <div> 7b. OTHER COMPENSATION: P 24,000.00 </div>
8. OFFICIAL DESIGNATION OF POSITION Administrative Aide III	9. WORKING PROPOSED TITLE
10. WAPCO CLASSIFICATION OF THIS POSITION	11. OCCUPATION GROUP TITLE (Leave blank)
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-between; margin-top: 5px;"> MUNICIPALITY [] CITY [] PROVINCE [] </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div>1st []</div> <div>2nd []</div> <div>3rd []</div> <div>4th []</div> <div>5th []</div> <div>6th []</div> </div>	
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.	
<div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> Percent of : Working Time: D U T I E S </div> <div style="font-family: cursive;"> <p>15% PREPARES AND SERVES STATEMENT OF ACCOUNT TO VSU MARKET CONCESSIONAIRES.</p> <p>10% PREPARES AND SERVES STATEMENT OF ACCOUNT FOR IGP DORMITORY AND VSU SPRING WATER PROJECT.</p> <p>15% RECEIVES, RECORDS AND DISSEMINATES ELECTRICITY BILL TO VSU MARKET CONCESSIONAIRES</p> <p>20% COLLECTS/ISSUES OFFICIAL RECEIPT FOR CONCESSIONAIRES RENTAL, IGP DORMITORY OCCUPANTS RENTAL, ELECTRICITY AND AMBULANT VENDORS PERMIT</p> <p>10% PREPARES DOCUMENTS RE: PR'S, PPMP'S, PAYROLL, CONTRACT OF LEASE, PROJECT MANAGERS APPOINTMENT</p> <p>10% PREPARES AND SERVES NOTICES/COMMUNICATIONS TO VSU MARKET CONCESSIONAIRES</p> <p>10% VISITS AND INSPECTS VSU MARKET ESTABLISHMENTS.</p> <p>5% PREPARES AND ISSUES ORDER OF PAYMENT (OP) FOR IGP'S</p> <p>5% REPRESENTS THE IGP OFFICE IN THE CONDUCT OF SEMI-ANNUAL AND ANNUAL INVENTORY OF REVOLVING FUND (RF) PROJECTS</p> <p>100%</p> </div>	

<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</p> <p style="font-size: 1.2em;">DIRECTOR, GAS/IGP</p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</p> <p style="font-size: 1.2em;">VICE PRESIDENT FOR PLANNING, RESOURCE GENERATION AND EXTERNAL AFFAIRS</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="font-size: 1.2em;">COMPUTER, PRINTER, CALCULATOR</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; margin-top: 20px;"> <div style="text-align: center;"> <p style="font-size: 1.2em;">November 22, 2014</p> <p>Date</p> </div> <div style="text-align: center;"> <p style="font-size: 1.5em;">JL</p> <p>Signature of Employee</p> </div> </div>																													
<p>21. Describe briefly the general function of the Unit or Section.</p> <p style="font-size: 1.2em;">SUPPORT SERVICES FOR VSU MARKET, SPRING WATER AND IGP DORMITORY/ PROJECTS AND MONITORING OF THE DIFFERENT IGPs OF THE UNIVERSITY/</p>																													
<p>22. Describe briefly the general function of the position.</p> <p style="font-size: 1.2em;">COLLECTION / ISSUANCE OF FEES AND OTHER SERVICES OF THE PROJECT AND CLERICAL / OFFICE WORKS.</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 2 years studies in college.</p> <p>Experience:</p>																													
<p>23b. Licenses or certificates required to do this work, if any.</p> <p style="font-size: 1.2em;">CSC SUBPROFESSIONAL ELIGIBILITY/</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="text-align: center;"> <p style="font-size: 1.2em;">11/22/2014</p> <p>Date</p> </div> <div style="text-align: center;"> <p style="font-size: 1.5em;">Argina M. Pomida</p> <p>ARGINA M. POMIDA</p> <p>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="text-align: center;"> <p>_____</p> <p>Date</p> </div> <div style="text-align: center;"> <p style="font-size: 1.5em;">Edgardo E. Tulin</p> <p>EDGARDO E. TULIN</p> <p>Head of Agency</p> </div> </div>																													