

<b>REPUBLIC OF THE PHILIPPINES</b> <b>BC-CSC Form No. 1</b> <b>(Position Description Form)</b>		<b>1. NAME OF EMPLOYEE</b> CUTANORA, CHARLIE MARK FLANDEZ (Family Name) (Given Name) (Middle Name)	
<b>2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT</b> Visayas State University, Baybay City, Leyte		<b>3. BUREAU OR OFFICE</b> Visayas State University	
<b>4. DEPT./BRANCH/DIVISION</b> General Services Division		<b>5. WORK STATION/PLACE OF WORK</b> GSD	
<b>6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.</b>		<b>7a. SALARY P.A.: P 124,812.00</b> <b>7b. OTHER COMPENSATION: P 24,000.00</b>	
<b>6b. PREV. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.</b> VISCAN-ADA3-211-2004			
<b>8. OFFICIAL DESIGNATION OF POSITION</b> Driver I		<b>9. WORKING PROPOSED TITLE</b> Driver I	
<b>10. WAPCO CLASSIFICATION OF THIS POSITION</b>		<b>11. OCCUPATION GROUP TITLE</b> (leave blank)	
<b>12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS</b> MUNICIPALITY [ ] CITY [ ] PROVINCE [ ] 1st [ ] 2nd [ ] 3rd [ ] 4th [ ] 5th [ ] 6th [ ]			
<b>13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.</b>			
Percent of : Working Time:			
<div style="text-align: center;"><b>D U T I E S</b></div> <p>80% 4. Operates and drive assigned vehicle.</p> <p>10% 2. Maintain assigned vehicle.</p> <p>10% 3. Clean garage and surroundings.</p>			



14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <div style="text-align: center;">Director</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  <div style="text-align: center;">Vice Pres. for Admn &amp; Finance</div>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)  <div style="text-align: center;">NA</div>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Screw driver, pliers, Jack, the wrench, etc.																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 20%; text-align: center;">Occasional</th> <th style="width: 20%; text-align: center;">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)	[ ]	[ ]	19. WORKING CONDITION <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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20. I CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>July 17, 2013</u> Date         </div> <div style="width: 45%; text-align: right;">             CHARLIE MARK F. GUTAMORA Signature of Employee         </div> </div>																													
21. Describe briefly the general function of the Unit or Section. Operates and drive assigned vehicle*																													
22. Describe briefly the general function of the position. Operate & maintain assigned vehicle.																													
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: Elementary school graduate Experience:																													
23b. Licenses or certificates required to do this work, if any.  <div style="text-align: center;">Driver's License</div>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>                    </u> Date         </div> <div style="width: 45%; text-align: right;">             NESTOR M. ISRAEL Signature and Title of Immediate Supervisor         </div> </div>																													
25. APPROVED:  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>                    </u> Date         </div> <div style="width: 45%; text-align: right;">             JOSE L. BACUSMO Head of Agency         </div> </div>																													