

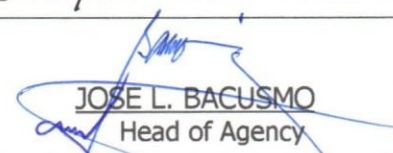


REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC Form No. 1 (Position Description Form)		CAPUNO, JOSE V. (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE  Institute of Human Kinetics	
4. DEPT./BRANCH/DIVISION Institute of Human Kinetics		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ORD. NO.		7a. SALARY PA.: P	
6b. PREV. APPRO. ACT/ BOARD RES/ITEM NO.		7b. OTHER COMPENSATION: P ACA/PERA	
8. OFFICIAL DESIGNATION OF POSITION Administrative Aide I		9. WORKING PROPOSED TITLE Administrative Aide III	
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 ( ) 1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup> 5 <sup>th</sup> 6 <sup>th</sup> ( ) ( ) ( ) ( ) ( ) ( )			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time		DUTIES	
50%	1. Maintains the cleanliness of the IHK classrooms, faculty & students comfort rooms, IHK surroundings & within its premises.		
30%	2. Prepares, lay-outs athletic venues, transports & sets-up equipment & athletic supplies for instructions use and sports competition.		
10%	3. Monitors IHK Physical Conditioning Room and renders services to IHK clientele; faculty/staff, varsity athletes and outsiders by regutting tennis rackets.		
5%	4. Reproduces papers for exams, course outlines & syllabi and other forms for IHK use		
5%	5. Other tasks that may be assigned by immediate superior.		
----- 100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <div style="text-align: center;">Institute Director</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  <div style="text-align: center;">Vice-Pres. for Administration</div>																		
16. NAMES, TITLES AND ITEM NOS OF THOSE YOUR DIRECTLY SUPERVISE (if more than (7), list only by their nos. and titles.  <div style="text-align: center;">none</div>																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  																			
18. CONTACT  <table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="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;">(x)</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">( )</td> <td style="text-align: center;">(x)</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	(x)	( )	Other Agencies	( )	( )	Supervisors	( )	( )	Management	( )	(x)	Others (Specify)	( )	(x)	19. WORKING CONDITON : Normal Working Condition Field Work ( ) Field Trips ( ) Exposed to Varied Weather ( ) Others (Specify) ( )
	Occasional	Frequent																	
General Public	(x)	( )																	
Other Agencies	( )	( )																	
Supervisors	( )	( )																	
Management	( )	(x)																	
Others (Specify)	( )	(x)																	
20. I CERTIFY that the above answers are accurate and complete  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>08-13-15</u>  Date </div> <div style="text-align: center;">   Signature of Employee </div> </div>																			
21. Describe briefly the general function of the Unit or Section.  <div style="text-align: center;">To provide instruction, research and extension services.</div>																			
22. Describe briefly the general function of the position.  <div style="text-align: center;">Janitorial works</div>																			
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: <u>Elementary school graduate</u> Experience:																			
23b. Licenses or certificates required to do this work, if any.  <div style="text-align: center;">none</div>																			
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> _____  Date </div> <div style="text-align: center;">   <u>ALELI A. VILLOCINO - Director</u>  Signature and Title of Immediate Supervisor </div> </div>																			
25. APPROVED  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> _____  Date </div> <div style="text-align: center;">   <u>JOSE L. BACUSMO</u>  Head of Agency </div> </div>																			