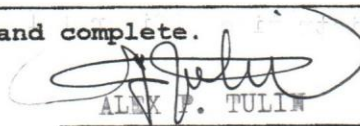
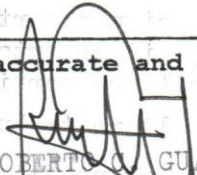
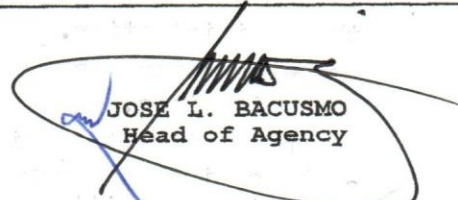


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE TULIN ALEX POSAS (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE Procurement Service Management Office Supply, Procurement & Prop. Mgmt. Office	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK VISAYAS STATE UNIVERSITY	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. VISCAB-EPS2-1-2002	7a. SALARY P.A.: P 222,536.00 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Administrative Officer III		9. WORKING PROPOSED TITLE Administrative Officer IV	
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			
30	In-charge of the management and operation, provides direction, coordination and supervision of SPPMO personnel/PSMO personnel for the procurement of supplies, materials and equipment needed for the different colleges/dept./centers/offices/units of the University.		
15	Plans and introduces innovations for an improved operations of the Supply, Procurement and Property Management Office.		
10	Check, review and sign procurement documents such as: Purchase Request, Request For Quotation, Abstraction of Proposal and Purchase Order.		
10	Review and sign reports and other documents for submission to offices requiring said reports relative to acquisition, management and disposal of university properties.		
10	Act as an alternate buyer/canvasser on immediate needs/special cases.		
5	Reviews and signs financial and administrative documents of SPPMO, VSU Cebu Office and Lodging House Personnel.		
5	Prepares Annual Accomplishment Reports and other Reports required by the Administration.		
5	Prepares Petty Cash Advances/Imprest Fund for COD purchases and other communications.		
5	Attend meeting to various University Committees as a member when needed such as Bids and Award Committee, Disposal Committee, Marketing and Promotions Committee, Safety Committee and Toxic Waste Mgmt. Committee.		
5	Do other duties assigned by the immediate supervisor.		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Vice President for Admin. and Finance	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Direction for Administration and Human Resource Development																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) Lucena L. Poliquit, Rosela T. Bandalan, Esther G. Talisaysay, Clara P. Mercado, Florencio B. Macariola, Alniel B. Cines, Marlo L. Managbanag, Eduardo R. Abanera																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. 1 unit Computer System, 1 unit Printer, Laset, 1 unit Calculator, 1 unit Typewriter																													
18. CONTRACT <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)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: right;">[X]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: right;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[X]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
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Others (Specify)	[]																												
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>February 11, 2013</u> Date </div> <div style="width: 45%; text-align: right;">  ALEX P. TULIN Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. Procurement of supplies, materials and equipment for the different colleges, departments, centers, offices and units of the University.																													
22. Describe briefly the general function of the position. In-charge of the management and operation, provides direction, coordination and supervision of SPPMO/PSMO personnel.																													
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: B.S. degree relevant to the job. Experience: 1 year of relevant experience; 4 hrs. of relevant training.																													
23b. Licenses or certificates required to do this work, if any. CSC Prof. Eligibility																													
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;">  DR. ROBERTO O. GUARTE 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>																													