

26

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| REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form) | | 1. NAME OF EMPLOYEE ABANERA FELIX CALIPAYAN (Family Name) (Given Name) (Middle Name) | |
| 2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY | | 3. BUREAU OR OFFICE SUC | |
| 4. DEPT./BRANCH/DIVISION Physical Plant Office (PPO) | | 5. WORK STATION/PLACE OF WORK LSU | |
| 6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. | 6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. VISCAP-UTW2-2-2002 | 7a. SALARY P.A.: P 72,468.00 7b. OTHER COMPENSATION: PERA/ACA | |
| 8. OFFICIAL DESIGNATION OF POSITION Utility Worker I | | 9. WORKING PROPOSED TITLE Utility Worker II | |
| 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 attach additional sheets. | | | |
| Percent of Working Time : DUTIES | | | |
| 30% | Opens and close offices, comfort rooms and maintains its cleanliness as well as its surroundings. | | |
| 40% | Delivers, receives and facilitates notices, memos, communications (Fact Finding Comm.; Formal Investigation Comm.; Disposal Comm.), minutes of meetings, and other documents to different offices/ centers/departments in LSU. | | |
| 20% | Tends and waters the plants within and surrounding areas. | | |
| 10% | Withdraw office supplies and materials at SPMD. | | |
| 100% | | | |

| 14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;"><i>Utility Foreman</i></div> | 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;"><i>Director</i></div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|------------|----------|----------------|-----|-----|----------------|-----|-----|-------------|-----|-----|------------|-----|-----|------------------|-----|-----|--|--------------------------|-----|------------|-----|-------------|-----|---------------------------|-----|-------------------|-----|
| 16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="text-align: center;"><i>electric polisher, motorcyle, broom, bolo, rug, ballpen, etc.</i></div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18. CONTACT <table style="width:100%; border: none;"> <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> <tr> <td>General Public</td> <td style="text-align: center;">[]</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>Others (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </table> | | Occasional | Frequent | General Public | [] | [] | Other Agencies | [] | [] | Supervisors | [] | [] | Management | [] | [] | Others (Specify) | [] | [] | 19. WORKING CONDITION <table style="width:100%; border: none;"> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[]</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>Other's (Specify)</td> <td style="text-align: center;">[]</td> </tr> </table> | Normal Working Condition | [] | Field work | [] | Field Trips | [] | Exposed to Varied Weather | [] | Other's (Specify) | [] |
| | Occasional | Frequent | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| General Public | [] | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other Agencies | [] | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Supervisors | [] | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Management | [] | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Others (Specify) | [] | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Normal Working Condition | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Field work | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Field Trips | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Exposed to Varied Weather | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other's (Specify) | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">Date</div> </div> <div style="width: 50%; text-align: right;"> <div style="border-bottom: 1px solid black; display: inline-block; width: 100%;"></div> <div style="text-align: center;">FELIX C. ABANERA Signature of Employee</div> </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21. Describe briefly the general function of the Unit or Section. <div style="text-align: center;"><i>To render janitorial services .</i></div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22. Describe briefly the general function of the position. <div style="text-align: center;"><i>To do messengerial and janitorial services.</i></div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23.a 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: <i>Must be able to read and write.</i> Experience: <i>non required</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23b. Licenses or certificates required to do this work, if any. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">Date</div> </div> <div style="width: 50%; text-align: right;"> <div style="border-bottom: 1px solid black; display: inline-block; width: 100%;"></div> <div style="text-align: center;">JAIME B. PASCUAL - Utility Foreman Signature and Title of Immediate Supervisor</div> </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25. APPROVED <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">Date</div> </div> <div style="width: 50%; text-align: right;"> <div style="border-bottom: 1px solid black; display: inline-block; width: 100%;"></div> <div style="text-align: center;">PACIENCIA P. MILAN Head of Agency 8/16/02</div> </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |