
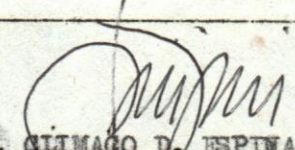
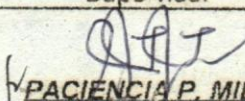


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE SORTANO WENIRDO TOLEDO (Family Name) (Given Name) (Middle Name)									
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE SUC LEYTE STATE UNIVERSITY									
4. DEPT./BRANCH/DIVISION DEPS, CAS		5. WORK STATION/PLACE OF WORK LSU, VISCA, BAYBAY, LEYTE									
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. VISCAB-LARA2-1-2002	7a. SALARY/P.A. ₱ 78,264.00 7b. OTHER COMPENSATION: PERA/ACA									
8. OFFICIAL DESIGNATION OF POSITION Laboratory Aide III		9. WORKING PROPOSED TITLE LABORATORY AIDE 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											
<table border="1"><thead><tr><th>%</th><th>DUTIES</th></tr></thead><tbody><tr><td>50</td><td>Assist Physics laboratory classes and keeps all physics laboratory apparatuses;</td></tr><tr><td>30</td><td>Repairs and maintain Physics apparatus and other equipment of DAEin;</td></tr><tr><td>20</td><td>Open/close Physics laboratory rooms and keeps physics laboratory room clean and maintain ornamental plants.</td></tr></tbody></table>				%	DUTIES	50	Assist Physics laboratory classes and keeps all physics laboratory apparatuses;	30	Repairs and maintain Physics apparatus and other equipment of DAEin;	20	Open/close Physics laboratory rooms and keeps physics laboratory room clean and maintain ornamental plants.
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14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">Professor</p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">Department Head, DIPS, LSU</p>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) Assist laboratory classes of how to use Physics Apparatus.																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p style="text-align: center;">Physics Apparatus; tools such as screw driver, files, soldering gun, tester, etc.</p>																													
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;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Others (Specify) Student</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Occasional	Frequent	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Specify) Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	19. WORKING CONDITION <table style="width: 100%; border: none;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Field work</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>	Normal Working Condition	<input checked="" type="checkbox"/>	Field work	<input type="checkbox"/>	Field Trips	<input type="checkbox"/>	Exposed to Varied Weather	<input type="checkbox"/>	Other's (Specify)	<input type="checkbox"/>
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20. I CERTIFY that the above answers are accurate and complete <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 10px;"> <div style="text-align: center;"> <u>Aug. 07, 2002</u> Date </div> <div style="text-align: center;">  <u>WENIVARDO T. SOLIANO</u> Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <p style="text-align: center;">Physics Laboratory / INSTRUCTION</p>																													
22. Describe briefly the general function of the position. <p style="text-align: center;">Laboratory Aide</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) Education: 2 yrs. in college Experience: repairs electronic devices																													
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; align-items: flex-end; margin-top: 10px;"> <div style="text-align: center;"> <u>Aug. 29, 2002</u> Date </div> <div style="text-align: center;">  <u>Prof. GILMAGO D. ESPINA, JR.</u> Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 10px;"> <div style="text-align: center;"> <hr style="width: 150px; border: 0.5px solid black;"/> Date </div> <div style="text-align: center;">  <u>PACIENCIA P. MILAN</u> <i>me</i> Head of Agency <i>signature</i> </div> </div>																													