
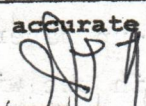
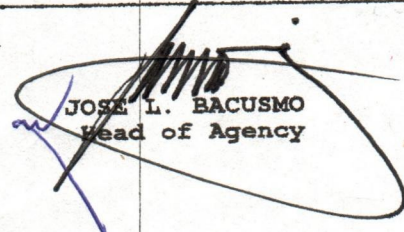


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; margin-top: 5px;"> PABON (Family Name) ARMANDO (Given Name) MIRAS (Middle Name) </div>																	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE																	
4. DEPT./BRANCH/DIVISION Dept. of Pest Management		5. WORK STATION/PLACE OF WORK																	
<div style="display: flex;"> <div style="flex: 1;"> 6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. </div> <div style="flex: 1;"> 6b. PREV. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. </div> </div>		7a. SALARY P.A.: P 124,812.00 7b. OTHER COMPENSATION: P 24,000.00																	
8. OFFICIAL DESIGNATION OF POSITION <i>Administrative Aide IV</i>		9. WORKING PROPOSED TITLE Adm. 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 <div style="display: flex; justify-content: space-between;"> MUNICIPALITY <input type="checkbox"/> CITY <input type="checkbox"/> PROVINCE <input type="checkbox"/> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> 5th <input type="checkbox"/> 6th <input type="checkbox"/> </div>																			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.																			
<div style="display: flex; justify-content: space-between;"> Percent of : Working Time: D U T I E S </div> <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 15%; text-align: right;">40%</td> <td>Maintains cleanliness and orderliness of DPM;</td> </tr> <tr> <td style="text-align: right;">20%</td> <td>Maintains cleanliness of Dept. lawns, inside and outside of the building;</td> </tr> <tr> <td style="text-align: right;">10%</td> <td>Takes care of the plants both inside and outside the DPM building;</td> </tr> <tr> <td style="text-align: right;">10%</td> <td>Mimeographs course outline, lab. exercises, handouts, office forms & etc.;</td> </tr> <tr> <td style="text-align: right;">10%</td> <td>Follows-up papers;</td> </tr> <tr> <td style="text-align: right;">5%</td> <td>Assist in the withdrawal of supplies from Supply Office;</td> </tr> <tr> <td style="text-align: right;">5%</td> <td>Does other duties that may be assigned by the immediate supervisor.</td> </tr> <tr> <td style="text-align: right;">100%</td> <td></td> </tr> </table> <div style="margin-top: 20px; text-align: center;"> </div>				40%	Maintains cleanliness and orderliness of DPM;	20%	Maintains cleanliness of Dept. lawns, inside and outside of the building;	10%	Takes care of the plants both inside and outside the DPM building;	10%	Mimeographs course outline, lab. exercises, handouts, office forms & etc.;	10%	Follows-up papers;	5%	Assist in the withdrawal of supplies from Supply Office;	5%	Does other duties that may be assigned by the immediate supervisor.	100%	
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14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;">Department Head</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">College Dean</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;">cleaning equipment, log book, etc.</div>																													
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;">[x]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[x]</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	[x]	[]	Supervisors	[]	[x]	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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21. Describe briefly the general function of the Unit or Section. <div style="text-align: center;">Instruction, research & extension services.</div>																													
22. Describe briefly the general function of the position. <div style="text-align: center;">Maintain cleanliness and orderliness in the area.</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: Elementary school graduate. Experience:																													
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="text-align: center;"> <u>July 22, 2013</u> Date </div> <div style="text-align: center;">  JESUSITO L. LIM, Department Head Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u> </u> Date </div> <div style="text-align: center;">  JOSE L. BACUSMO Head of Agency </div> </div>																													