

REPUBLIC OF THE PHILIPPINES  
BC-CSC FORM NO. 1  
(Position Description Form)

: 1. NAME OF EMPLOYEE  
:  
: POSAS JERRY B.  
: (Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/ 3. BUREAU OR OFFICE  
LOCAL GOVERNMENT  
VSU, Visca, Baybay City, Leyte

4. DEPARTMENT/BRANCH/DIVISION : 5. WORK STATION/PLACE OF WORK  
OVPRE, VSU : Baybay City, Leyte

6a. PRES. APPROP. ACT: 6b. PREV. APPROP. : 7a. SALARY : 7b. OTHER COMPENSATION  
BOARD RES./ : ACT/BOARD RES./ : AUTHORIZED  
ORD. NO. : ORD. NO. : ACTUAL  
ITEM NO. : ITEM NO. : P 10,068.00/MO. PERA & ACA

8. OFFICIAL DESIGNATION OF POSITION : 9. WORKING OR PROPOSED TITLE  
Adm. II :

10. WAPCO CLASSIFICATION OF THIS POSITION : 11. OCCUPATIONAL GROUP TITLE (Leave Blank)  
:

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT UNIT AND UNITS'S CLASS

MUNICIPALITY / x /		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>
/ x /	/ /	/ /	/ /	/ /	/ /

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. (If more space is needed, please attach additional sheets).

40 %	Performs messengerial services
15	Records incoming and outgoing documents
20	Follow-up vouchers, RIVs, payrolls, trip tickets, honorarium, etc.
10	Mimeographs/photocopy & maintains good condition of the mimeo & risograph machine
10	Distributes notice of meetings to department/centers
5	Answers/relays telephone calls

100%

*Handwritten signature*

*Handwritten signature and stamp*

14. POSITION TITLE OF IMMEDIATE SUPERVISOR: Vice President  
15. POSITION TITLE OF NEXT HIGHER SUPERVISOR: President

16. NAME, TITLE AND ITEM NO. OF THOSE YOU ARE DIRECTLY SUPERVISE (If more than 7).  
List only by their Item Nos. and Titles) none

15. MACHINES, EQUIPMENT, TOOLS, ETC. USED REGULARLY IN THE PERFORMANCE OF WORK  
Scissors, stapler, risograph machine, etc.

18. CONTACTS

	Occasional	Frequent
General Public	: X :	: :
Other Agencies	: X :	: :
Supervisors	: :	: X :
Management	: :	: X :
Others (Specify)	: :	: :

19. WORKING CONDITION

Normal Working Condition	: X :
Field Work	: :
Field Trips	: :
Exposed to Varied weather	: :
Others (Specify)	: :

18. I CERTIFY THAT the above answers are accurate and complete.

JULY 23, 2013

Date

JERRY B. POSAS

Signature of Employee

TO BE FILLED UP OUT BY IMMEDIATE SUPERVISOR

21. DESCRIBE BRIEFLY THE GENERAL FUNCTION OF THE POSITION OF THE UNIT OR SECTION.  
Takes charge in receiving, recording, releasing all documents and messengerial services around LSU campus.

21. DESCRIBE BRIEFLY THE GENERAL FUNCTION OF THE POSITION.  
Takes charge in receiving, recording, releasing all documents and messengerial services around LSU campus.

23a. Indicate the Required Qualification by years and kind of Education considered in filling up a vacancy of this position. (Keep the position in mind rather than the qualification of the present incumbent. This item should filled for all positions other than teaching.

Education: Elementary/High School Graduate

Experience: none

23b. LICENSES OR CERTIFICATES REQUIRED TO DO THIS WORK, IF ANY.

23. I HEREBY CERTIFY that the above answers are accurate and complete.

Date

OTHELLO B. CAPUNO

Signature and Title of  
Immediate Supervisor

24. APPROVED:

Date

JOSE L. BACUSMO

Head of Agency