

**REPUBLIC OF THE PHILIPPINES**

BC-CSC Form No. 1

(Position Description Form)

2. DEPARTMENT, CORPORATION OR AGENCY/  
LOCAL GOVERNMENT

**LEYTE STATE UNIVERSITY**

4. DEPT./BRANCH/DIVISION

**INSTITUTE OF TROPICAL ECOLOGY**

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO.

**VISCAB-ADA6-84-04**

8. OFFICIAL DESIGNATION OF POSITION

**DATA ENTRY MACHINE OPERATOR I**

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

**GORRE ELVIRA BULAWAN**

(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

**SUC**

5. WORK STATION/PLACE OF WORK

**BAYBAY, LEYTE**

7a. SALARY P.A.: **P93,552.00**

7b. OTHER COMPENSATION: **PERA/ACA**  
**P12,000.00**

9. WORKING PROPOSED TITLE

**ADMINISTRATIVE AIDE VI**

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

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

Percent of

Working Time :

**DUTIES**

30% Desktop publish textbooks, guides, manuals, brochures, leaflets, flyers, reports and other relevant materials arising from or in relation to different activities of the Institute.

30% Lay-out programs, invitations, certificates, lecture notes, proceedings and other materials for seminars, trainings, workshops, conferences & other related activities conducted/sponsored by the Institute.

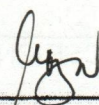
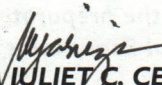

15% Encode communications and other documents related to the general functions of the Institute.

15% Assist in the preparation of documents needed in the acquisition of supplies & materials for the Terrestrial Ecosystems Division of the Institute.

10% File communications and other official documents of the Institute.

100% **TOTAL**



14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <p style="text-align: center;"><b>DIRECTOR, INSTITUTE OF TROPICAL ECOLOGY</b></p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  <p style="text-align: center;"><b>PRESIDENT, LEYTE STATE UNIVERSITY</b></p>																		
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than ( 7 ) list only by their item nos. and titles)  <p style="text-align: center;">N/A</p>																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  <p style="text-align: center;"><b>Desktop Computers, Flatbed Scanner, LaserJet/PhotoSmart/DeskJet Printers, Pens, Calculator</b></p>																			
18. CONTACT  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 30%; text-align: center;">Occasional</th> <th style="width: 30%; text-align: center;">Frequent</th> </tr> </thead> <tbody> <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> </tbody> </table>		Occasional	Frequent	General Public	[ ]	[✓]	Other Agencies	[✓]	[ ]	Supervisors	[ ]	[✓]	Management	[ ]	[✓]	Others (Specify)	[ ]	[ ]	19. WORKING CONDITION Normal Working Condition <span style="float: right;">✓</span> Field work <span style="float: right;">[ ]</span> Field Trips <span style="float: right;">[ ]</span> Exposed to Varied Weather Other's (Specify) <span style="float: right;">[ ]</span>
	Occasional	Frequent																	
General Public	[ ]	[✓]																	
Other Agencies	[✓]	[ ]																	
Supervisors	[ ]	[✓]																	
Management	[ ]	[✓]																	
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%;"> <p style="text-align: center;"><u>10/27/04</u> Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="text-align: center;"> Signature of Employee</p> </div> </div>																			
21. Describe briefly the general function of the Unit or Section. <p><i>Attainment of the well-being of the people in the Visayas through effective and highly developed resources and the generation, dissemination and application of relevant knowledge and technology in tropical ecology.</i></p>																			
22. Describe briefly the general function of the position.  <p><i>To do desktop publishing of all publications and information materials of the Unit.</i></p>																			
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>College level / Completion of two years studies in college.</i> Experience: <i>Many years of relevant experiences; 40 hours of relevant training.</i>																			
23b. Licenses or certificates required to do this work, if any.  <p style="text-align: center;"><i>CSC Sub-prof. eligibility or Data Encoder</i></p>																			
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;"><u>Nov. 8, 2004</u> Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="text-align: center;"> <b>MARIA JULIET C. CENIZA</b> Director, Institute of Tropical Ecology Signature and Title of Immediate Supervisor</p> </div> </div>																			
25. APPROVED  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;">_____ Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="text-align: center;"> <b>PACIENCIA P. MILAN</b> Head of Agency</p> </div> </div>																			