	REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1	1. NAME OF EMPLOYEE
•	(Position Description Form)	MONTAJES CARLOS BAGARINAO (Family Name) (Given Name) (Middle Name
	PARTMENT, CORPORATION OR AGENCY/LOCAL VERNMENT	3. BUREAU'OR OFFICE
Vis	ayas State University, Baybay City, Leyte	STATE UNIVERSITIES
	PT./BRANCH/DIVISION PT. of Agricultural Engineering	5. WORK STATION/PLACE OF WORK DAE Adm. Office
ACT/	D RES/ BOARD RES/ NO. ORD. NO.	7a. SALARY P.A.:  7b. OTHER COMPENSATION: P 24,000.00
	FICIAL DESIGNATION OF POSITION	9. WORKING PROPOSED TITLE  Administrative Aide
Aai		
	PCO CLASSIFICATION OF THIS POSITION	11. OCCUPATION GROUP TITLE (leave blank)
10. WAR	PCO CLASSIFICATION OF THIS POSITION  R LOCAL GOVERNMENT POSITION, CHECK GOVE UNICIPALITY [ ] CITY [	(leave blank)  ERNMENTAL UNIT AND UNIT'S CLASS  PROVINCE [ ]
10. WAR	PCO CLASSIFICATION OF THIS POSITION  R LOCAL GOVERNMENT POSITION, CHECK GOVE UNICIPALITY [ ] CITY [	(leave blank)  ERNMENTAL UNIT AND UNIT'S CLASS  PROVINCE []  th 5th 6th
10. WAE	PCO CLASSIFICATION OF THIS POSITION  R LOCAL GOVERNMENT POSITION, CHECK GOVE UNICIPALITY [ ] CITY [  1st 2nd 3rd 44	(leave blank)  ERNMENTAL UNIT AND UNIT'S CLASS  PROVINCE []  th 5th 6th  [] []
10. WAE	PCO CLASSIFICATION OF THIS POSITION  R LOCAL GOVERNMENT POSITION, CHECK GOVE UNICIPALITY [ ] CITY [  1st 2nd 3rd 44  [ ] [ ] [ ] [ ]  ATEMENT OF DUTIES AND RESPONSIBILITIES tached additional sheets.	(leave blank)  ERNMENTAL UNIT AND UNIT'S CLASS  PROVINCE []  th 5th 6th  [] [] []  If more space is needed, please
10. WAR	PCO CLASSIFICATION OF THIS POSITION  R LOCAL GOVERNMENT POSITION, CHECK GOVE UNICIPALITY [ ] CITY [  1st 2nd 3rd 4t  [ ] [ ] [ ] [ ]  ATEMENT OF DUTIES AND RESPONSIBILITIES and the content of the conte	(leave blank)  ERNMENTAL UNIT AND UNIT'S CLASS  PROVINCE []  th 5th 6th  [] []  If more space is needed, please
10. WAR	PCO CLASSIFICATION OF THIS POSITION  R LOCAL GOVERNMENT POSITION, CHECK GOVE UNICIPALITY [ ] CITY [  1st 2nd 3rd 44  [ ] [ ] [ ] [ ]  ATEMENT OF DUTIES AND RESPONSIBILITIES tached additional sheets.  of:  D U T I  Janitorial Services at the DAE	(leave blank)  ERNMENTAL UNIT AND UNIT'S CLASS  PROVINCE []  th 5th 6th  [] []  If more space is needed, please
10. WAR  12. FOR  MU  13. STR  att  Percent of Working 1	PCO CLASSIFICATION OF THIS POSITION  R LOCAL GOVERNMENT POSITION, CHECK GOVE UNICIPALITY [ ] CITY [  1st 2nd 3rd 4t  [ ] [ ] [ ] [ ]  ATEMENT OF DUTIES AND RESPONSIBILITIES tached additional sheets.  Of:  Duties Data Data Surroundings income and the Data Data Data Data Data Data Data Dat	(leave blank)  ERNMENTAL UNIT AND UNIT'S CLASS  PROVINCE []  th 5th 6th  [] []  If more space is needed, please  200 leave days and bard and  E S  AM complex building
10. WAR  12. FOR MU  13. STR  att  Percent of Working The Working	PCO CLASSIFICATION OF THIS POSITION  R LOCAL GOVERNMENT POSITION, CHECK GOVE UNICIPALITY [ ] CITY [  1st 2nd 3rd 4t  [ ] [ ] [ ] [ ]  ATEMENT OF DUTIES AND RESPONSIBILITIES tached additional sheets.  Of:  DUTI  Janitorial Services at the DAE  Clean DAEAM surroundings inc  Maintain DAEAM ornamental  trimmings of hedges.	(leave blank)  ERNMENTAL UNIT AND UNIT'S CLASS  PROVINCE []  th 5th 6th  [] []  If more space is needed, please  and larraging and larraging  E S  AM complex building  luding Pag-asa Agromet Station

MANUEL E. CASANGCAPAN

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14.	POSITION TITLE OF IMMEDIATE SUPERVISOR	15. POSITION TITLE OF NEXT HIGHER
	- William and a second	SUPERVISOR
	Department Head	Callege Dean
16.	NAMES, TITLES AND ITEM NOS. OF THOSE YOU only by their item nos. and titles)	DIRECTLY SUPERVISE (if more than (7), list
	STATE DVINERSITIES	
	Cartickative area	
17.	MACHINES, EQUIPMENT, TOOLS, etc. used re-	gularly in performance of work
	Grass cutter machines, hand grass cutter, bolos, bi	rooms electric polisher
18.	CONTRACT	19. WORKING CONDITION
	General Public   Occasional Frequent	Normal Working Condition [X
	General Public [X] [] Other Agencies [] []	Field Work Field Trips
	Supervisors [ ] [ ]	Exposed to Varied Weather
	Management [ ] [ ] Other (Specify) [ ] [ ]	Others (Specify)
20.	I CERTIFY that the above answers are accu	irate and complete.
		BBL:
		CARLOS B. MONTATEC
	Date	Signature of Employee
21.	Describe briefly the general function of	the Unit or Section.
	Instruction	
22	2. Describe briefly the general function	of the position.
22		of the position.
22	2. Describe briefly the general function Janitorial and messengerial jobs.	of the position.
	Janitorial and messengerial jobs.	
	Janitorial and messengerial jobs.  Indicate the required qualifications by y	rears and kind of education considered i
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