

# 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

**Department of Animal Science, College of Agriculture**

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/ 8522

BOARD RES/

ITEM NO. VISCAB-ADA3-214-04

1. NAME OF EMPLOYEE

**GUMBA POLICARPO, JR. C.**

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

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

**Leyte State University,  
Visita, Baybay, Leyte**

7a. SALARY P.A.:

**P76,116.00/annum**

7b. OTHER COMPENSATION: **PERA/ACA**

**P1,000.00/month**

8. OFFICIAL DESIGNATION OF POSITION

**Clark I**

9. WORKING PROPOSED TITLE

**Administrative Aide III**

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

30%

1. Types and computerizes: a) recommendation for appointments of temporary assistant professor, instructors, SRA, casuals; b) communications for instructions, research, extension, and production; c) exams; and Faculty Workload.

30%

2. Prepares, types or computerizes: a) CSRs; b) PJRs/Job Orders/Payrolls of MOOE laborers; c) Payrolls of casuals and Contractual employees of DAS.

20%

3. Types or computerizes: a) Travel Orders; b) Trip Tickets; c) Pre-travel Vouchers and Travel Reimbursements.

10%

4. Receives and files: a) communications; b) payrolls; c) CSRs/DTRs; d) TOS/ Vouchers; and e) Faculty Workloads.

10%

5. Issues office supplies to faculty and staff.

100%



14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR College Dean
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16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than ( 7 ) list only by their item nos. and titles)  
N/A

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  
Typewriter, Computer Machine, Mimeographing Machine, Stapler, Puncher, Paper Cutter, etc.

18. CONTACT	19. WORKING CONDITION
Occasional      Frequent	Normal Working Condition <input checked="" type="checkbox"/>
General Public <input type="checkbox"/> <input checked="" type="checkbox"/>	Field work <input type="checkbox"/>
Other Agencies <input checked="" type="checkbox"/> <input type="checkbox"/>	Field Trips <input type="checkbox"/>
Supervisors <input type="checkbox"/> <input checked="" type="checkbox"/>	Exposed to Varied Weather <input type="checkbox"/>
Management <input type="checkbox"/> <input checked="" type="checkbox"/>	Other's (Specify) <input type="checkbox"/>
Others (Specify) <input type="checkbox"/> <input type="checkbox"/>	

20. I CERTIFY that the above answers are accurate and complete.

10/25/04      POLICARPO C. GUMBA, JR.  
Date      Signature of Employee

21. Describe briefly the general function of the Unit or Section.  
Provides instruction, research, extension, and production services in the field of animal science.

22. Describe briefly the general function of the position.  
Assist in providing instruction, research, extension, and production services in the field of animal science.

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: 2 years studies in college.

Experience: none required.

23b. Licenses or certificates required to do this work, if any.  
Civil Service Eligible ; Sub-Professional.

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

\_\_\_\_\_  
Date

SERENA L. SANCHEZ - Dept. Head  
Signature and Title of Immediate Supervisor

25. APPROVED

\_\_\_\_\_  
Date

PACIENCIA P. MILAN  
Head of Agency