

VI REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE  Nazo (Family Name)    Crisanto (Given Name)    (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE  Visayas State University	
4. DEPT./BRANCH/DIVISION University Library		5. WORK STATION/PLACE OF WORK University Library	
6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.  6b. PREV. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. VISCAB-ADA3-198-2004		7a. SALARY P.A.: P 124,812.00  7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Administrative Aide II		9. WORKING PROPOSED TITLE Administrative Aide II	
10. WAPCO CLASSIFICATION OF THIS POSITION Administrative Aide II		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 attached additional sheets.			
Percent of : Working Time:			
D U T I E S  60%    1. Watches the Control Area of the College Library. 20%    2. Takes statistics of clientel admitted. 10%    3. Shelves books. 10%    4. Conducts annual inventory of books. 100%			



14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <div style="text-align: center;">College Librarian IV</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  <div style="text-align: center;">College Librarian IV</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;">Ballpen, counter (tally counter)</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;">[ X ]</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	[ ]	[ X ]	Other (Specify)	[ ]	[ ]	19. WORKING CONDITION Normal Working Condition [X] Field Work [ ] Field Trips [ ] Exposed to Varied Weather [ ] Others (Specify) [ ]
	Occasional	Frequent																	
General Public	[ X ]	[ ]																	
Other Agencies	[ X ]	[ ]																	
Supervisors	[ ]	[ X ]																	
Management	[ ]	[ X ]																	
Other (Specify)	[ ]	[ ]																	
20. I CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>July 11, 2013</u> Date         </div> <div style="text-align: center;"> <u>CRISANTO A. MAZO</u> Signature of Employee         </div> </div>																			
21. Describe briefly the general function of the Unit or Section.  <div style="text-align: center;">Janitorial function</div>																			
22. Describe briefly the general function of the position.  <div style="text-align: center;">Janitorial function</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). Elem. <u>High School Graduate</u> Education: <u>High School Graduate</u> Experience:																			
23b. Licenses or certificates required to do this work, if any.  <div style="text-align: center;">NA</div>																			
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 15, 2013</u> Date         </div> <div style="text-align: center;"> <u>ANDRELI D. PARDALES</u> 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;"> <u>JOSE L. BACUSMO</u> Head of Agency         </div> </div>																			