

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

1. NAME OF EMPLOYEE

Tan Aniceto Dumandan
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

Visayas State College of Agriculture

3. BUREAU OR OFFICE

DATE

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

6a. PRES. APPRO.
ACT/
BOARD RES/
ORD. NO.
ITEM NO.

6b. PREV. APPRO
ACT/
BOARD RES/
ORD. NO.
ITEM NO.

7a. SALARY P.A.:

7b. OTHER COMPENSATION:

8. OFFICIAL DESIGNATION OF POSITION

Clerk I

9. WORKING PROPOSED TITLE

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 attached additional sheets.

Percent of
Working Time :

DUTIES

- 50% : Types & cuts stencils for instructional materials, exams, teaching materials.
- 20% : Types communication & facilitates communication within the dept.
- 10% : Conducts inventory, prepares procurement of supplies consumables/ materials
- 10% : Receives and sorts paper for distribution.
- 10% : Performs other tasks assigned by the Head & staff members.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Dept. Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Section Head

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.

typewriter, computer

18. CONTRACT

	<u>Occasional</u>	<u>Frequent</u>
General Public	[]	[]
Other Agencies	[x]	[x]
Supervisors	[]	[x]
Management	[x]	[]
Other (Specify)	[]	[]

19. WORKING CONDITION

Normal Working Condition	[]
Field Work	[x]
Field Trips	[]
Exposed to Varied Weather	[]
Others (Specify)	[]

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

Sept. 7, 2001
Date

[Signature]
Signature of Employee

21. Describe briefly the general function of the Unit or Section.

Instruction

22. Describe briefly the general function of the position.

clerical

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).

Education: two years studies in college

Experience: none required including 7 1/2 years abroad

23b. Licenses or certificates required to do this work, if any.

none

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

Sept. 7, 2001
Date

ROGELIO A. JAIME DEPT. HEAD
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

[Signature]
PACIFICIA P. MILAN
Head of Agency