

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE ANDRADE, BUNY SEST CANICA (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE 104.7 RADIO DYDC FM	
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. VISCAD-BPPA2-1-1998	
7a. SALARY P.A.: ₱341,004 w		7b. OTHER COMPENSATION: ₱24,000	
8. OFFICIAL DESIGNATION OF POSITION BROADCAST PRODUCER-ANNOUNCER II		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: D U T I E S			
65% 1. PROGRAM PRODUCTION (SCRIPTWRITING, PROGRAM HANDLING, LIVE COVERAGES). 10% 2. ASSIST IN SPOT/PLUG/DRAMA PRODUCTION 10% 3. ACTS AS MUSIC LIBRARIAN (CLASSIFY AND MAINTENANCE OF RECORDS) 10% 4. PERFORMS OTHER TASKS AS MAY BE ASSIGNED BY THE PRODUCTION AND THE STATION MANAGER. 5% 5. ACTS AS TRAFFIC-IN-CHARGE (PREPARES STUDIO OPERATION LOG) 100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR RADIO STATION MANAGER		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Vice Pres. for Research & Extension	
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. Desktop computer, audio equipment, microphone, mixing console			
18. CONTRACT		19. WORKING CONDITION	
Occasional Frequent			
General Public [X] []		Normal Working Condition [X] []	
Other Agencies [] []		Field Work [] []	
Supervisors [] []		Field Trips [] []	
Management [] []		Exposed to Varied Weather [] []	
Other (Specify) [] []		Others (Specify) [] []	
20. I CERTIFY that the above answers are accurate and complete.			
03/17/16 Date		Signature of Employee	
21. Describe briefly the general function of the Unit or Section. NEWS AND PUBLIC AFFAIRS			
22. Describe briefly the general function of the position. 1) EDIT CEBUANO NEWSSCRIPTS 2) PRODUCE KALAMBUAN NEWS 3) PRODUCE INTERVIEWS / MUSIC PROGRAMS 4) ANCHOR LIVE COVERAGE OF VERY IMPORTANT EVENTS 5) WORK WITH THE UCC TEAM TO IMPROVE DYDCB WEBSITE 6) PERFORM OTHER TASKS THAT MAY BE ASSIGNED BY THE STATION MANAGER			
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: Bachelor Degree Experience: 1 year of relevant experience; 4 hours of relevant training			
23b. Licenses or certificates required to do this work, if any. CSC Prof. Eligibility			
24. I HEREBY CERTIFY that the above answers are accurate and complete.			
03/17/16 Date		CHRISTINA A. GABRILLO, STATION MANAGER Signature and Title of Immediate Supervisor	
25. APPROVED:			
Date		EDGARDO E. TULIN Head of Agency	