

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE QUIMCO NORJITO BONTIA (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE DEPT. of PLANT BREEDING & GENETICS	
4. DEPT./BRANCH/DIVISION DEPT. of PLANT BREEDING & GENETICS		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. VISCAP-ADA4- 151-2004	7a. SALARY P.A.: P 134,172.00 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION ADMIN. AIDE III		9. WORKING PROPOSED TITLE ADMIN. AIDE IV	
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	
50% To conduct ^{fetch} University President & other requesting party. 25% To maintain the vehicle assigned for me. Cleaning of garage. 25% To do other functions assigned by head.			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR DEPT. HEAD		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR DEAN	
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. VEHICLE			
18. CONTRACT		19. WORKING CONDITION	
Occasional Frequent		Normal Working Condition [X]	
General Public [X] []		Field Work []	
Other Agencies [] []		Field Trips []	
Supervisors [] []		Exposed to Varied Weather []	
Management [] []		Others (Specify) []	
Other (Specify) [] []			
20. I CERTIFY that the above answers are accurate and complete. FEB. 21, 2013 Date Signature of Employee			
21. Describe briefly the general function of the Unit or Section.			
22. Describe briefly the general function of the position. To be driving the University vehicle.			
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: Completion of Secondary School Experience:			
23b. Licenses or certificates required to do this work, if any. DRIVER'S LICENSED			
24. I HEREBY CERTIFY that the above answers are accurate and complete. Date Signature and Title of Immediate Supervisor Dilbert J. Ferraro			
25. APPROVED: Date JOSE L. BACUSMO Head of Agency			