

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <b>DURAN, MARY-ANN AVILA</b> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University		3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK VSU Manila Office	
6a. PRES. APPRO.      6b. PREV. APPRO ACT/                      ACT/ BOARD RES/          BOARD RES/ ORD. NO.              ORD. NO. ITEM NO.              ITEM NO.		7a. SALARY P.A.P <b>80,436.00</b>  7b. OTHER COMPENSATION: <b>P 24,000.00</b>	
8. OFFICIAL DESIGNATION OF POSITION  <b>Guesthouse Caretaker</b>		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 attach additional sheets.			
Percent of Working Time:	DUTIES		
40%	Maintains the orderliness and cleanliness of VSU Manila Office		
15%	Acts as receptionists of VSU Staff and guest lodgers		
15%	Takes charge in making and changing of beddings and related tasks		
15%	Takes charge in the issuance of lodging receipts and takes charge in opening and closing of door after office hour for VSU Staff and visitors		
15%	Attends to the needs and requests of VSU Staff and guest lodgers		
100%			

<b>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  Supervising Administrative Officer	<b>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  President																		
<b>16. NAME, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE</b> (if more than (7), list only by their item nos. and titles)																			
<b>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</b>																			
<b>18. CONTACT</b>  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 10%; text-align: center;"><u>Occasional</u></th> <th style="width: 10%; text-align: center;"><u>Frequent</u></th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">( )</td> <td style="text-align: center;">( )</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">( )</td> <td style="text-align: center;">( )</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">( )</td> <td style="text-align: center;">( )</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">( )</td> <td style="text-align: center;">( )</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">( )</td> <td style="text-align: center;">( )</td> </tr> </tbody> </table>		<u>Occasional</u>	<u>Frequent</u>	General Public	( )	( )	Other Agencies	( )	( )	Supervisors	( )	( )	Management	( )	( )	Other (Specify)	( )	( )	<b>19. WORKING CONDITION</b>  Normal Working Condition ( ) Field Work ( ) Field Trips ( ) Exposed to Varied Weather ( ) Others (Specify) ( )
	<u>Occasional</u>	<u>Frequent</u>																	
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Other (Specify)	( )	( )																	
<b>20. I CERTIFY that the above answers are accurate and accurate and complete.</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"> <u>9 JULY 2009</u>            Date         </div> <div style="width: 45%; text-align: center;">   <b>MARY-ANN A. DURAN</b>            Signature of Employee         </div> </div>																			
<b>21. Describe briefly the general function of the Unit or Section.</b>																			
<b>22. Describe briefly the general function of the position.</b>  <p style="text-align: center;"><b>Maintains the orderliness and cleanliness of VSU Manila Office.</b></p>																			
<b>23a. Indicate the required qualifications by years and kind of education considered in filling up a vacancy for 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).</b>  Education: <b>Must be able to read and write.</b>  Experience:																			
<b>23b. Licenses or certificates required to do this work, if any.</b>																			
<b>24. I HEREBY CERTIFY that the above answers are accurate and complete.</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"> <u>                    </u>            Date         </div> <div style="width: 45%; text-align: center;">   <b>DELIA L. SILAO</b>            Supervising Administrative Officer            Signature and Title of Immediate Supervisor         </div> </div>																			
<b>25. APPROVED:</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"> <u>                    </u>            Date         </div> <div style="width: 45%; text-align: center;">   <b>JOSE L. BACUSMO</b>            President            Head of Agency         </div> </div>																			