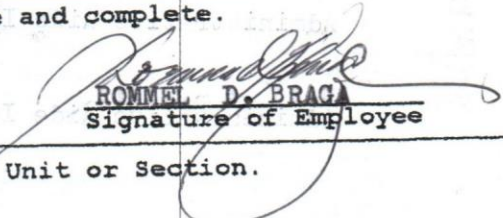
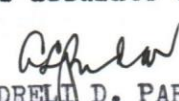
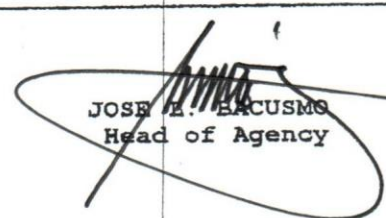


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE BRAGA ROMMEL DUMADAN (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE Visayas State University	
4. DEPT./BRANCH/DIVISION University Library		5. WORK STATION/PLACE OF WORK Bandery Section	
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 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 20% 1. Dusting of office tables and chairs. 20% 2. Cleaning of offices. 20% 3. Cleaning and maintenance of Comfort Rooms. 10% 4. Disposal of garbage. 10% 5. Watering and maintenance of plants inside and outside the Library. 10% 6. Opening and closing of office windows and doors at the Second Floor of the Library 10% 7. Conducting inventory of books. 100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR College Librarian IV		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR College Librarian IV																													
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) Student Assistants																															
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Bolo, Scissors, Brooms, Toilet Brush, Dust pan, FLOOR Mop, Needle used for binding																															
18. CONTRACT		19. WORKING CONDITION																													
<table border="1"> <thead> <tr> <th></th> <th>Occasional</th> <th>Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td>[X]</td> <td>[]</td> </tr> <tr> <td>Other Agencies</td> <td>[]</td> <td>[]</td> </tr> <tr> <td>Supervisors</td> <td>[]</td> <td>[]</td> </tr> <tr> <td>Management</td> <td>[]</td> <td>[X]</td> </tr> <tr> <td>Other (Specify)</td> <td>[]</td> <td>[]</td> </tr> </tbody> </table>			Occasional	Frequent	General Public	[X]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[X]	Other (Specify)	[]	[]	<table border="1"> <tbody> <tr> <td>Normal Working Condition</td> <td>[X]</td> </tr> <tr> <td>Field Work</td> <td>[]</td> </tr> <tr> <td>Field Trips</td> <td>[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td>[]</td> </tr> <tr> <td>Others (Specify)</td> <td>[]</td> </tr> </tbody> </table>		Normal Working Condition	[X]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div> <u>July 15, 2013</u> Date </div> <div>  <u>ROMMEL D. BRAGA</u> Signature of Employee </div> </div>																															
21. Describe briefly the general function of the Unit or Section. Janitorial function																															
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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). <div> <u>Elem.</u> Education: <u>High School Graduate</u> Experience: </div>																															
23b. Licenses or certificates required to do this work, if any. NA																															
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div> <u>July 15, 2013</u> Date </div> <div>  <u>ANDRELI D. PARDALES</u> Signature and Title of Immediate Supervisor </div> </div>																															
25. APPROVED: <div style="display: flex; justify-content: space-between;"> <div> <u> </u> Date </div> <div>  <u>JOSE M. BACUSMO</u> Head of Agency </div> </div>																															