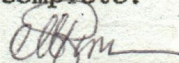
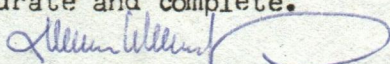
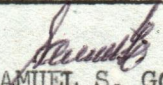


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE MARIO R. ROM (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  Visayas State College of Agriculture		3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE 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  Driver		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 <input type="checkbox"/> CITY <input type="checkbox"/> PROVINCE <input type="checkbox"/> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div>1st <input type="checkbox"/></div> <div>2nd <input type="checkbox"/></div> <div>3rd <input type="checkbox"/></div> <div>4th <input type="checkbox"/></div> <div>5th <input type="checkbox"/></div> <div>6th <input type="checkbox"/></div> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time : <div style="text-align: center; margin-top: 10px;">D U T I E S</div> <div style="margin-top: 10px;">           1. Maintain assigned vehicle to him in good running condition.            2. Do immediate repairs for minor vehicle disorders.            3. Fetch and/or conducts PRCRTC staff, visitors and guests from/to places designated in the trip ticket.            4. Perform other tasks that the supervisor or Director may assign from time to time.         </div>			



14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">Assistant Professor</p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">Director</p>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) <p style="text-align: center;">none</p>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p style="text-align: center;">Vehicles</p>																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;"><u>Occasional</u></th> <th style="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;">[ x ]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[ x ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ x ]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ x ]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[ x ]</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>		<u>Occasional</u>	<u>Frequent</u>	General Public	[ ]	[ x ]	Other Agencies	[ x ]	[ ]	Supervisors	[ ]	[ x ]	Management	[ ]	[ x ]	Other (Specify)	[ x ]	[ ]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[ x ]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[ x ]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[ x ]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>	Normal Working Condition	[ ]	Field Work	[ x ]	Field Trips	[ x ]	Exposed to Varied Weather	[ x ]	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; margin-top: 20px;"> <div style="text-align: center;"> <u>Oct. 1, 1998</u> Date         </div> <div style="text-align: center;">             MARIO R. ROM Signature of Employee         </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <p style="text-align: center;">Administrative</p>																													
22. Describe briefly the general function of the position. <p style="text-align: center;">Administrative</p>																													
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). <p>Education: Elementary School Graduate</p> <p>Experience: 26 years</p>																													
23b. Licenses or certificates required to do this work, if any. <p style="text-align: center;">Professional Driver's License</p>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <u>Oct. 1, 1998</u> Date         </div> <div style="text-align: center;">             ALAN B. LORETO Signature and Title of Immediate Supervisor         </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <u>Oct. 1, 1998</u> Date         </div> <div style="text-align: center;">             SAMUEL S. GO Head of Agency         </div> </div>																													