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| REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form) | | 1. NAME OF EMPLOYEE YAMADA, CARMELA ASOJEDO <small>(Family Name) (Given Name) (Middle Name)</small> | |
| 2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY | | 3. BUREAU OR OFFICE | |
| 4. DEPT./BRANCH/DIVISION LSU RADIO DYAC, Visca, Baybay, Leyte 6521 - A | | 5. WORK STATION/PLACE OF WORK Baybay, Leyte | |
| 6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. | 6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. VISCAB-ADAS 5-154-04 | 7a. SALARY P.A.: 126,420.00 7b. OTHER COMPENSATION: PERA/ACA | |
| 8. OFFICIAL DESIGNATION OF POSITION Electronics Communications Eqpt. Tech. III | | 9. WORKING PROPOSED TITLE E.C.E.T. III | |
| 10. WAPCO CLASSIFICATION OF THIS POSITION | | 11. OCCUPATION GROUP TITLE <small>(leave blank)</small> | |
| 12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] <div style="display: flex; justify-content: space-around;"> 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div> | | | |
| 13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets. | | | |
| Percent of Working Time : DUTIES | | | |
| 35 % 1. Performs board work at the Master Control/Announcers booth of the radio Station DYAC; 35 % 2. Provides technical support during recordings; 20 % 3. Provides technical support and production support for the production of various radio programs; 5 % 4 4. Maintains broadcast equipment; 5 % 5. Performs other broadcast-related functions as maybe assigned by the Station Manager. | | | |

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| 14. POSITION TITLE OF IMMEDIATE SUPERVISOR DYAC Station Manager | | 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Office of the Vice Pres. Research Extension (OFFRE) | |
| 16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) none | | | |
| 17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computers, tape recorders, microphones, CD players, cassettes, CD Recordable, chords, he etc. | | | |
| 18. CONTACT | | 19. WORKING CONDITION | |
| | | Normal Working Condition : <input checked="" type="checkbox"/> | |
| General Public <input type="checkbox"/> Occasional <input type="checkbox"/> Frequent <input checked="" type="checkbox"/> | | Field work <input checked="" type="checkbox"/> | |
| Other Agencies <input type="checkbox"/> <input checked="" type="checkbox"/> | | Field Trips <input checked="" type="checkbox"/> | |
| Supervisors <input type="checkbox"/> <input checked="" type="checkbox"/> | | Exposed to Varied Weather | |
| Management <input checked="" type="checkbox"/> <input type="checkbox"/> | | Other's (Specify) <input type="checkbox"/> | |
| Others (Specify) <input type="checkbox"/> <input type="checkbox"/> | | | |
| 20. I CERTIFY that the above answers are accurate and complete. October 18, 2004 Date Carmela A. Yamada Signature of Employee | | | |
| 21. Describe briefly the general function of the Unit or Section. Station DYAC shall serve as an integral the technology transfer program of LSU mass medium complement for the overall agricultural extension programs in the regions. | | | |
| 22. Describe briefly the general function of the position. Recording Technician of DYAC; performs boardwork specific hours at the Master Control and provide technical support during recordings of spots, mini dramas, documentaries etc. Write scripts for my Sukarany program. Read books. | | | |
| 23.a 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: Graduate from 2 years (2) years electronics course. Experience: One (1) year experience in broadcast work. | | | |
| 23b. Licenses or certificates required to do this work, if any. Radio Operator,s license. | | | |
| 24. I HEREBY CERTIFY that the above answers are accurate and complete. October 18, 2004 Date LUDINO V. RAMIREZ - Station Manager Signature and Title of Immediate Supervisor | | | |
| 25. APPROVED PACIENCIA P. MILAN Head of Agency | | | |