

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <i>RAMOS</i> (Family Name) <i>LEGARIO</i> (Given Name) <i>BANDIBAS</i> (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		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.: P 298,644.00 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Instructor I		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 attached additional sheets.			
Percent of Working Time: D U T I E S <i>50%</i> Plans and directs the over-all operation of the Instrumentation and Laboratory Facilities Maintenance Unit of the university to ensure that all the laboratory facilities and equipment are functional through the repair of already defective equipment and implementing a maintenance and repair program for all the equipment to lengthen its usable life. <i>20%</i> Inspect newly acquired laboratory equipment and plan its maintenance check up and evaluation. <i>20%</i> Conducts inventory of laboratory equipment and determine its usability in the unit for possible pooling and transfer to more needed laboratories. <i>5%</i> Conducts orientation of laboratory facilities users especially the laboratory technicians and aid as to the proper use and custody of those laboratory equipment. <i>5%</i> Per-forms other functions as directed by superiors from time to time.			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR VICE PRESIDENT FOR ADMINISTRATION & FINANCE	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR GENERAL SERVICES DIRECTOR																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) FABIAN ALBERID (LICENSE RADIO OPERATOR) REYNALDO V. DOSDOS - IT in charge CLEMENTINO A. BORELA - Electrical/Aircraft technicians AUDIE M. ISRAEL - OFFICE audit																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <i>Expt. Tools for aircraft repair, multimedia expt repair, IT equipment, Lab expt, Office welding machine, oxyacetylene welding, Digital/Analog Multimeter, Computer hardware/software, wrenches</i>																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[X]</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>		Occasional	Frequent	General Public	[X]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</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. <u>February 5, 2013</u> Date LEGARIO B. RAMOS Signature of Employee																													
21. Describe briefly the general function of the Unit or Section. <i>The unit is in charge in the repair and maintenance of: 1. Laboratory facilities, 2. cooling facilities, 3. IT equipment, 4. Office equipment 5. multimedia expt</i>																													
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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). Education: B.S. degree relevant to the job. Experience: 1 year of Relevant experience; 4 hrs. of relevant training.																													
23b. Licenses or certificates required to do this work, if any. CSC Prof. Eligibility																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. _____ Date ROBERTO C. GARDE Signature and Title of Immediate Supervisor																													
25. APPROVED: _____ Date JOSE L. BACUSMO Head of Agency																													