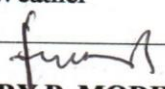
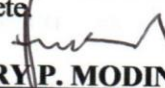
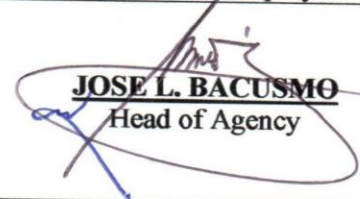


REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC Form No. 1 (Position Description Form)		MODINA	HENRY POSAS
		(Family Name)	(Given Name) (Middle Name)
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VSU	
4. DEPT./BRANCH/DIVISION Dept. of Family and Consumer Sciences		5. WORK STATION/PLACE OF WORK VSU	
6a. PRES. APPRO. ACT/ BOARD RES./ ORD. NO. LS	6b. PREV. APPRO. ACT./ BOARD RES./ ITEM NO. ADA 1-185-2004	7a. SALARY P. A. P 82,344.00	
		7b. OTHER COMPENSATION/PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION Administrative Aide I		9. WORKING PROPOSED TITLE Administrative Aide I	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS			
MUNICIPALITY		CITY	
1 <sup>ST</sup> 2 <sup>ND</sup>	1 <sup>ST</sup> 2 <sup>ND</sup>	PROVINCE	
( ) ( )	( ) ( )	1 <sup>ST</sup> 2 <sup>ND</sup> ( ) ( )	
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. (If more space is needed, please attach additional sheets.			
Percent of Working Time	DUTIES		
70%	To conduct and follow up papers pertaining to department activities.		
15%	To take and bring department messages, mails, memos to/from other departments and offices.		
10%	To assist in the maintenance and orderliness of the department.		
5%	To help the secretary in some clerical works.		
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;"><b>Department Head</b></p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;"><u>College Dean</u></p>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISED (list only by their item nos. and titles) <b>None</b>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p style="text-align: center;"><b>Record book, Ballpen, Calculator, Pencil, Bolo, etc.</b></p>																													
18. CONTACT <table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">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;">[ 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>Others (Specify)</td> <td style="text-align: center;">[   ]</td> <td style="text-align: center;">[   ]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[ x ]	[   ]	Other Agencies	[ x ]	[   ]	Supervisors	[   ]	[ x ]	Management	[   ]	[ x ]	Others (Specify)	[   ]	[   ]	19. WORKING CONDITION <table style="width: 100%; border: none;"> <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;">[ x ]</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;">[ x ]</td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;">[   ]</td> </tr> </tbody> </table>	Normal Working Condition	[ x ]	Field Work	[ x ]	Field Trips	[   ]	Exposed to Varied Weather	[ x ]	Other's (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: 10px;"> <div style="width: 45%;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="text-align: center;">  <b>HENRY P. MODINA</b>            Signature of Employee</p> </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <p style="text-align: center;">To provide instruction, research and extension services.</p>																													
22. Describe briefly the general function of the position. <p style="text-align: center;">To assist in the conduct of instruction, research and extension activities of the Department of Family and Consumer Sciences.</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.) Education :      High School Graduate Experience:																													
23b. Licences or certificates required to do this work.																													
24. I HEREBY CERTIFY that the above answers are accurate and complete <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="text-align: center;">  <b>HENRY P. MODINA</b>            Signature of Employee</p> </div> </div>																													
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