

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE TEODOSIO SOCORRO BARTOLINI <small>(Family Name) (Given Name) (Middle Name)</small>	
4. DEPARTMENT CORPORATION OR AGENCY/ LOCAL GOVERNMENT Leyte State University		5. BUREAU OR OFFICE Leyte State University	
6. DEPT./BRANCH/DIVISION PhilRootcrops		7. WORK STATION/PLACE OF WORK Baybay, Leyte	
6a. PRES. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.		7a. SALARY P.A.: ₱ 78,264.00 7b. OTHER COMPENSATION PERA/ACA	
6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. VIS-CAB-ADA4-109-04			
9. OFFICIAL DESIGNATION OR POSITION REMO II		10. WORKING PROPOSED TITLE Administrative Aide IV	
10. WAPCO CLASSIFICATION OF THIS POSITION		13. OCCUPATION GROUP TITLE (leave blank)	
14. FOR LOCAL GOVERNMENT POSITION. CHECK GOVERNMENT UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] 1 st 2 nd 3 rd 4 th 5 th 6 th			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time	DUTIES		
25%	Files incoming communications and circulars, internal memoranda, circulars, etc;		
20%	Records daily expenditures of PhilRootcrops and project-funded researches;		
20%	Types financial documents (CSRs and leave applications, travel orders and pre-payments, reimbursements, PRs, RIS) and other communications;		
15%	Coordinates, assigns and records typing activities of the PhilRootcrops clerks;		
15%	Photocopies documents;		
5%	Performs other jobs that may be assigned from time to time.		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Administrative Officer I

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Center Director

17. 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.

Photocopying Machine; Fax machine, pens, record book, etc.

18. CONTACT

Occasional

Frequent

General Public

[]

[]

Other Agencies

[]

[]

Supervisors

[]

[/]

Management

[]

[]

Others (Specify)

[]

[]

19. WORKING CONDITION

Normal Working Condition

[/]

Field Work

[]

Field Trips

[]

Exposed to Varied Weather

[]

Others (Specify)

[]

23. I CERTIFY that the above answers are accurate and complete

Oct. 18, 2004

Date

Socorro B. Teodosio
SOCORRO B. TEODOSIO

Signature of Employee

24. Describe briefly the general function of the Unit or Section.

Provide clerical support in all activities of the Center.

25. Describe briefly the general function of the position.

The Reproduction Machine Operator (REMO) position is generally in-charge of the operation of the various reproduction machines in the office.

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: Elementary School Graduate

Experience: none

23b. Licenses or certificates required to do this work, if any.

none

26. I HEREBY CERTIFY that the above answers are accurate and complete.

Date

Luizvismina A. Ternura
LUZVISMINDA A. TERNURA - Adm. Officer I

Signature and Title of Immediate Supervisor

APPROVED:

Date

Paciencia P. Milan
PACIENCIA P. MILAN

Head of Agency