

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <u>BORNIAS</u> (Family Name) <u>EUTICUTO</u> (Given Name) <u>BULAHAN</u> (Middle Name) </div>	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte	3. BUREAU OR OFFICE Dept. of Biological Sciences (DBS)		
4. DEPT./BRANCH/DIVISION DBS	5. WORK STATION/PLACE OF WORK DBS		
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 108.00 7b. OTHER COMPENSATION: P 24,000.00 VISCAD - ADA-1-12-2004	
8. OFFICIAL DESIGNATION OF POSITION Instructor I Administrative Aide I		9. WORKING PROPOSED TITLE Admin. Aide I	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-between;"> MUNICIPALITY [] CITY [] PROVINCE [] </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
<div style="display: flex; justify-content: space-between;"> Percent of : Working Time: DUTIES </div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> 33% - Lawn Mower Services </div> <div style="display: flex; justify-content: space-between;"> 27% - Collection of Laboratory Specimens </div> <div style="display: flex; justify-content: space-between;"> 20% - Mimeographing Services </div> <div style="display: flex; justify-content: space-between;"> 20% - Janitorial Services </div> <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 5px;"> 100% </div> </div>			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center; padding-top: 10px;">Department Head</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center; padding-top: 10px;">College Dean</div>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="text-align: center; padding-top: 10px;">Mimeo machine, Lawn Mower, Bolo, Softbroom, Scissors for Landscaping</div>																													
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: right;">[X]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: right;">[]</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. <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 40%;"> <u>April 4, 2014</u> Date </div> <div style="width: 50%; text-align: right;"> Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <div style="text-align: center; padding-top: 10px;">Education</div>																													
22. Describe briefly the general function of the position. <div style="text-align: center; padding-top: 10px;">UTILITY WORKER</div>																													
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). <div style="display: flex; justify-content: space-between;"> <div style="width: 10%;"> <u>Elem</u> </div> <div style="width: 80%;"> Education: <u>Elem. School Graduate</u> Experience: </div> </div>																													
23b. Licenses or certificates required to do this work, if any.																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 40%;"> <u>April 4, 2014</u> Date </div> <div style="width: 50%; text-align: right;"> Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 40%;"> <u> </u> Date </div> <div style="width: 50%; text-align: right;"> JOSE L. BACUSMO Head of Agency </div> </div>																													