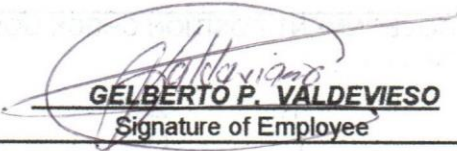

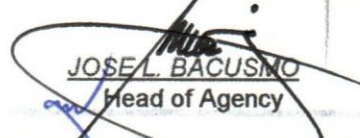


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE VALDEVIESO GELBERTO P. (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE Visayas State University	
4. DEPT./BRANCH/DIVISION Eco-Farm & Resource Management Institute		5. WORK STATION/PLACE OF WORK Visayas State University, Baybay City, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO.	7a. SALARY P.A.: 7b. OTHER COMPENSATION: PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION		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 [X] PROVINCE [] <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div>1st []</div> <div>2nd []</div> <div>3rd []</div> <div>4th []</div> <div>5th []</div> <div>6th []</div> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of : Working Time :			
DUTIES			
25%	Drive Eco-FARMI vehicles for out-campus & in-campus trips like service for visitors, withdrawing supplies, hauling of garbage, etc.		
15%	Assists in the delivery & follow-up of office documents		
15%	Check up vehicles and does minor repairs with the assistance of the mechanic before and after the trips		
10%	Helps in maintaining & repairing the Unit's motorcycles and generator		
7%	Makes arrangements with PPO for maintenance/repairs of vehicles that cannot be done by the employee		
13%	Maintains the cleanliness of the vehicles, Eco-FARMI garage and its surroundings; returns old tires and other vehicle accessories not needed		
15%	Assists in the up-keep of FARMI building when not busy in the garage or not on travel		
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;"><i>Director, Eco-FARMI</i></p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;"><i>Vice President for Research & Extension</i></p>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) <p style="text-align: center;">n/a</p>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p style="text-align: center;"><i>CJ-7 Jeep</i></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;">[]</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[x]</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;">[]</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	[]	[]	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;">[X]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td></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	[X]	Exposed to Varied Weather		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;"> <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;">  GELBERTO P. VALDEVIESO Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <i>Conducts, monitors and promotes research and extension projects with emphasis on organic agriculture, food safety/health and related technologies using PTD approach.</i>																													
22. Describe briefly the general function of the position. <i>Drive the vehicles of the Institute. Service Eco-FARMI vehicles to maintain their running condition.</i>																													
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: <i>Elementary school graduate</i> Experience:																													
23b. Licenses or certificates required to do this work, if any. <i>Driver's License.</i>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <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;">  PASTOR P. GARCIA Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED <div style="display: flex; justify-content: space-between;"> <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;">  JOSE L. BACUSMO Head of Agency </div> </div>																													