

<b>REPUBLIC OF THE PHILIPPINES</b> <b>BC-CSC Form No. 1</b> <b>(Position Description Form)</b>		<b>1. NAME OF EMPLOYEE</b> IGOT          TIRSO          POSAS (Family Name) (Given Name) (Middle Name)	
<b>2. DEPARTMENT, CORPORATION OR AGENCY/</b> <b>LOCAL GOVERNMENT</b> <b>LEYTE STATE UNIVERSITY</b>		<b>3. BUREAU OR OFFICE</b> <b>INFIRMARY</b>	
<b>4. DEPT./BRANCH/DIVISION</b>		<b>5. WORK STATION/PLACE OF WORK</b> <b>INFIRMARY</b>	
<b>6a. PRES. APPRO.</b> ACT/ BOARD RES/ ORD. NO.	<b>6b. PREV. APPRO</b> ACT/ BOARD RES/ ITEM NO. VISCAB-ADA3-216-04	<b>7a. SALARY P.A.:</b> P. 81,984.00 <b>7b. OTHER COMPENSATION:</b> PERA/ACA	
<b>8. OFFICIAL DESIGNATION OF POSITION</b> Utility Worker II		<b>9. WORKING PROPOSED TITLE</b> Administrative Aide III	
<b>10. WAPCO CLASSIFICATION OF THIS POSITION</b>		<b>11. OCCUPATION GROUP TITLE</b> (leave blank)	
<b>12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS</b> MUNICIPALITY [ ]          CITY [ ]          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>			
<b>13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.</b>			
Percent of Working Time :		<b>DUTIES</b>	
30% 20% 15% 10% 10% 2.5% 2.5% 100%	1. To maintain the cleanliness & orderliness of the whole Infirmary. 2. To keep the surroundings clean and green. 3. To dispose garbage properly. 4. To maintain the cleanliness of comfort rooms. 5. To act as messenger and follow-up PRs, payrolls, RIS and other documents. 6. To lawn mowing of Infirmary surroundings. 7. To take good care or ornamental plants inside and outside the Infirmary. 8. To assist the nurses on duty during night shift especially in emergency cases.		



14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;"><b>Medical Officer V</b></p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;"><b>VP for Administration &amp; Finance</b></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;">not applicable</p>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p style="text-align: center;">Lawn mower, bolo, soft &amp; hard brooms, etc.</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;">[ ]</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	[ ]	[ ]	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;">[ ]</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>Other's (Specify)</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>	Normal Working Condition	X	Field work	[ ]	Field Trips	[ ]	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; margin-top: 10px;"> <div style="text-align: center;"> <u>Oct. 21, 2004</u>              Date           </div> <div style="text-align: center;">               Signature of Employee           </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <p style="text-align: center;">To deliver quality health care to the LSU populace and the people living in the neighboring parishes.</p>																													
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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). <div style="margin-top: 10px;">             Education: _____              Experience: <b>Must be able to read and write.</b> </div>																													
23b. Licenses or certificates required to do this work, if any. <p style="text-align: center;">None</p>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;">             _____              Date           </div> <div style="text-align: center;">   <b>ISABEL P. BERTULFO, M.D.</b>              Signature and Title of Immediate Supervisor           </div> </div>																													
25. APPROVED <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;">             _____              Date           </div> <div style="text-align: center;">   <b>PACIENCIA P. MILAN</b>              Head of Agency           </div> </div>																													