

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE AURE CALEXTRO OLLAVE <small>(Family Name) (Given Name) (Middle Name)</small>													
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE													
4. DEPT./BRANCH/DIVISION INSTITUTE OF TROPICAL ECOLOGY		5. WORK STATION/PLACE OF WORK BAYBAY, 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 DRIVER I		9. WORKING PROPOSED TITLE DRIVER I													
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE <small>(leave blank)</small>													
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY <input checked="" type="checkbox"/> CITY <input type="checkbox"/> PROVINCE <input type="checkbox"/> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> 1st <input type="checkbox"/> 2nd <input checked="" type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> 5th <input type="checkbox"/> 6th <input type="checkbox"/> </div>															
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.															
Percent of Working Time :		DUTIES													
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; vertical-align: top;">65%</td> <td style="vertical-align: top;">To serve as driver for official trips in & outside the official station.</td> </tr> <tr> <td style="vertical-align: top;">15%</td> <td style="vertical-align: top;">To do preventive maintenance to assigned vehicles, and maintain the cleanliness of the vehicles.</td> </tr> <tr> <td style="vertical-align: top;">15%</td> <td style="vertical-align: top;">Submit report to the Institute any violations/accident incurred.</td> </tr> <tr> <td style="vertical-align: top;">3%</td> <td style="vertical-align: top;">Report to the Institute when not on official travel.</td> </tr> <tr> <td style="vertical-align: top;">2%</td> <td style="vertical-align: top;">Participate all activities of the Institute and University.</td> </tr> <tr> <td style="vertical-align: top;">100%</td> <td style="vertical-align: top;">TOTAL</td> </tr> </table>				65%	To serve as driver for official trips in & outside the official station.	15%	To do preventive maintenance to assigned vehicles, and maintain the cleanliness of the vehicles.	15%	Submit report to the Institute any violations/accident incurred.	3%	Report to the Institute when not on official travel.	2%	Participate all activities of the Institute and University.	100%	TOTAL
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14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">DIRECTOR, INSTITUTE OF TROPICAL ECOLOGY</p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">PRESIDENT, LEYTE STATE UNIVERSITY</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;">4-WHEEL VEHICLES (& its tools)</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;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Occasional	Frequent	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	19. WORKING CONDITION Normal Working Condition Field work <input type="checkbox"/> Field Trips <input checked="" type="checkbox"/> Exposed to Varied Weather Other's (Specify) <input type="checkbox"/>
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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;"><u>Nov 3 / 09</u> Date</p> </div> <div style="width: 45%; text-align: center;"> Signature of Employee </div> </div>																			
21. Describe briefly the general function of the Unit or Section. <i>Attainment of the well-being of the people in the Visayas through effective and highly developed resources and the generation, dissemination and application of relevant knowledge and technology in tropical ecology.</i>																			
22. Describe briefly the general function of the position. <p style="text-align: center;"><i>To responsibly serve as driver to the Institute and the University.</i></p>																			
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>At least high school graduate.</i> Experience: <i>Two years experience in driving 4-wheel vehicle.</i>																			
23b. Licenses or certificates required to do this work, if any. <p style="text-align: center;"><i>Professional driver's license</i></p>																			
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;"><u>Nov. 8, 2014</u> Date</p> </div> <div style="width: 45%; text-align: center;"> MARIA JULIET C. CENIZA <i>Director, Institute of Tropical Ecology</i> 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;">_____ Date</p> </div> <div style="width: 45%; text-align: center;"> PACIENCIA P. MILAN Head of Agency </div> </div>																			