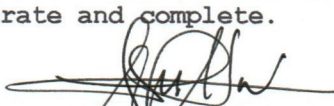
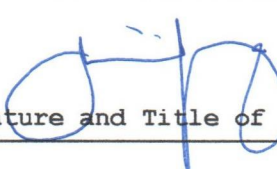



REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE BURIAS MARION GARAND (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. 6b. PREV. APPRO ACT/ ACT/ BOARD RES/ BOARD RES/ ORD. NO. ORD. NO. ITEM NO. ITEM NO. VISCAB-ENG 2-1-1995		7a. SALARY P.A.: ₱ 341,004.00 7b. OTHER COMPENSATION: ₱ 74,000.00	
8. OFFICIAL DESIGNATION OF POSITION Engineer II		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 [] PROVINCE [] 1st 2nd 3rd 4th 5th 6th <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of : Working Time:			
D U T I E S			
40% 1. Plan and programs various vehicles repair & maintenance works 40% 2. Supervise and monitors personnels under the division 10% 3. Perform other functions that we may be assigned by superior from time to time			

Q21 11378
11/25

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Director, GSD	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Office of the Vice Pres. for Adm. & Finance																												
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. computer, printer, pens, etc.																													
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)	[]
	Occasional	Frequent																											
General Public	[X]	[]																											
Other Agencies	[]	[]																											
Supervisors	[]	[]																											
Management	[]	[]																											
Other (Specify)	[]	[]																											
Normal Working Condition	[X]																												
Field Work	[]																												
Field Trips	[]																												
Exposed to Varied Weather	[]																												
Others (Specify)	[]																												
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"><div style="text-align: center;"><u>11/03/2016</u> Date</div><div style="text-align: center;"> Signature of Employee</div></div>																													
21. Describe briefly the general function of the Unit or Section. Provide well maintained and condition light & heavy vehicle																													
22. Describe briefly the general function of the position. Supervise the operation and maintenance of light and heavy vehicles																													
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: BS degree in Engineering relevant to the job. Experience: 1 year of relevant experience; 4 hrs. of relevant training.																													
23b. Licenses or certificates required to do this work, if any. RA 1080 (Mechanical Engineering)																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"><div style="text-align: center;"><u>11/3/2016</u> Date</div><div style="text-align: center;"> Signature and Title of Immediate Supervisor</div></div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between;"><div style="text-align: center;"><u> </u> Date</div><div style="text-align: center;"> EDGARDO E. TULIN Head of Agency</div></div>																													