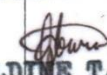

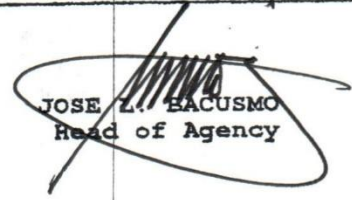


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE Baro Geraldine T. (Family Name) (Given Name) (Middle Name)																	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE University Library																	
4. DEPT./BRANCH/DIVISION University Library		5. WORK STATION/PLACE OF WORK University Library																	
6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. 6b. PREV. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. VISCAB-CL1-2-1008		7a. SALARY P.A.: P 257,232.00 7b. OTHER COMPENSATION: P 24,000.00																	
8. OFFICIAL DESIGNATION OF POSITION College Librarian I		9. WORKING PROPOSED TITLE College Librarian I																	
10. WAPCO CLASSIFICATION OF THIS POSITION College Librarian I		11. OCCUPATION GROUP TITLE (leave blank)																	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [X] PROVINCE [] 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th []																			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.																			
Percent of : Working Time: DUTIES																			
<table border="0"> <tr> <td>30%</td> <td>1. Supervises daily operations of Reference and Reserve Section.</td> </tr> <tr> <td>10%</td> <td>2. Handles Technical Services.</td> </tr> <tr> <td>20%</td> <td>3. Provides Readers' Services.(charges & discharges books)</td> </tr> <tr> <td>10%</td> <td>4. Maintains records of Reference and Reserve Units.</td> </tr> <tr> <td>10%</td> <td>5. Handles the exchange of Annals of Tropical Research (ATR).</td> </tr> <tr> <td>10%</td> <td>6. Assists in conducting orientation to new students.</td> </tr> <tr> <td>10%</td> <td>7. Maintains and conducts inventories to Reference & Reserve collections.</td> </tr> <tr> <td>100%</td> <td></td> </tr> </table>				30%	1. Supervises daily operations of Reference and Reserve Section.	10%	2. Handles Technical Services.	20%	3. Provides Readers' Services.(charges & discharges books)	10%	4. Maintains records of Reference and Reserve Units.	10%	5. Handles the exchange of Annals of Tropical Research (ATR).	10%	6. Assists in conducting orientation to new students.	10%	7. Maintains and conducts inventories to Reference & Reserve collections.	100%	
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14. POSITION TITLE OF IMMEDIATE SUPERVISOR College Librarian IV	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Vice President for Instruction																												
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. Cataloging tools, scissors, ballpen, stamping pad, dater, computer & printer, etc.																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[<input checked="" type="checkbox"/>]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[<input checked="" type="checkbox"/>]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[<input checked="" type="checkbox"/>]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[<input checked="" type="checkbox"/>]</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	[]	[<input checked="" type="checkbox"/>]	Other Agencies	[<input checked="" type="checkbox"/>]	[]	Supervisors	[<input checked="" type="checkbox"/>]	[]	Management	[<input checked="" type="checkbox"/>]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: right;">[<input checked="" type="checkbox"/>]</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	[<input checked="" type="checkbox"/>]	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;"> <div style="width: 40%;"> <u>3/31/14</u> Date </div> <div style="width: 50%; text-align: right;">  GERALDINE T. BARO Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <p style="text-align: center;">Readers' Services</p>																													
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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: B.S. degree in the field of specialization. BS in lib. Science Experience:																													
23b. Licenses or certificates required to do this work, if any. <p style="text-align: center;">RA 1080</p>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <u> </u> Date </div> <div style="width: 50%; text-align: right;">  ANDRELI D. PARDALES Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <u> </u> Date </div> <div style="width: 50%; text-align: right;">  JOSE L. BACUSMO Head of Agency </div> </div>																													