
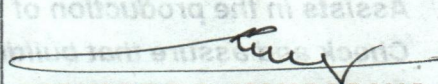



REPUBLIC OF THE PHILIPPINES BC-CSC (Position Description Form)		1. NAME OF EMPLOYEE FLORENDO ALFREDO JR. DAGONDON (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State College of Agriculture		3. BUREAU OR OFFICE SUCs	
4. DEPARTMENT/BRANCH/DIVISION Forestry		5. WORK STATION/PLACE OF WORK Baybay, Leyte	
6a. PRES. APPRO.	6b. PREV. APPRO.	7a. SALARY P.A.:	
ACT/	ACT/	P 54,000.00	
BOARD RES/	BOARD RES/		
ORD. NO.	ORD. NO.	7b. OTHER COMPENSATION	
ITEM NO.	ITEM NO.	ACA & PERA	
8. OFFICIAL DESIGNATION OF POSITION Utility Worker II		9. WORKING PROPOSED TITLE Utility Worker II	
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 []		
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time	DUTIES		
20%	1. Maintains cleanliness of the office, classrooms, library, corridors and surroundings of the building		
20	2. Delivers communications, documents to other units, departments and office.		
15	3. Follows up payrolls and other documents sent in other ViSCA Units.		
15	4. Assists in the production of teaching, research and extension materials.		
10	5. Check and assure that building and equipment are safe and secured.		
10	6. Assist in the preparation of teaching materials		
5	7. Helps the teaching staff in their illustrations, lettering and enlargement of maps.		
5	8. Performs other duties that the head and other staff may assign from time to time.		
100%			

15. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;">Department Head</div>		16. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">Director of Instruction</div>	
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) <div style="text-align: center;">NONE</div>			
18. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Brooms bolo, mop, record book, ball pen, stapler, etc.			
19. CONTRACT	<u>Occasional</u>	<u>Frequent</u>	20. WORKING CONDITION
General Public	[x]	[]	Normal Working Condition
Other Agencies	[x]	[]	Field work
Supervisors	[]	[x]	Field Trips
Management	[]	[x]	Exposed to Varied Weather
Other (Specify)	[]	[]	Others Specify
21. I CERTIFY that the above answers are accurate and complete.			
_____ Date		 ALFREDO D. FLORENDO, JR. Signature of Employee	
23. Describe briefly the general function of the Unit or Section. To provide instruction, research and extension services.			
24. Describe briefly the general function of the position To render janitorial, messengerial and other related services.			
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: Must be able to read and write Experience: none			
23b. Licenses or certificates required to do this work, if any. None			
25. I HEREBY CERTIFY that the above answers are accurate and complete.			
_____ Date		 EDUARDO O. MANGAOANG , Department Head Signature and Title of Immediate Supervisor	
26. APPROVED _____ Date		 SAMUEL S. GO Head of Agency	