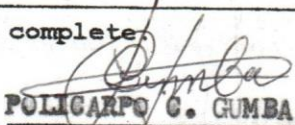
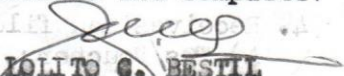
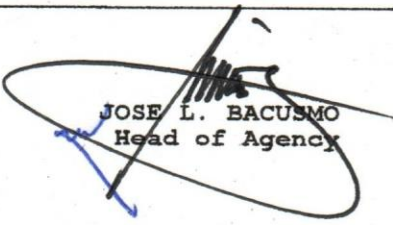


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <b>GUMBA POLICARPO, JR. CASTRO</b> (Family Name) (Given Name) (Middle Name)			
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE			
4. DEPT./BRANCH/DIVISION <b>College of Agriculture</b> <b>Department of Animal Science, and Food Science</b>		WORK STATION/PLACE OF WORK <b>Visca,</b> <b>Visayas State University, Baybay,</b> <b>Leyte</b>			
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. 6b. PREV. APPRO. ACT/ 8522 BOARD RES/ ORD. NO. ITEM NO. <b>VISCAB-ADA3-214-04</b>		7a. SALARY P.A.: <b>P121,596.00</b> 7b. OTHER COMPENSATION: P 24,000.00			
8. OFFICIAL DESIGNATION OF POSITION <b>Administrative Aide IV</b>		9. WORKING PROPOSED TITLE X			
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: <b>DUTIES</b>					
<table border="0"> <tr> <td style="vertical-align: top;"> <b>30%</b>  <b>30%</b>  <b>20%</b>  <b>10%</b>  <b>10%</b>  <b>100%</b> </td> <td style="vertical-align: top;"> <b>1. Types and computerizes: 1) recommendation for appointments of temporary instructors, part-timers, SRA, casuals; 2) communications for instructions, research, extension, and production; 3) exams; hand-outs, faculty workload, etc.</b>  <b>2. Prepares, types or computerizes: 1) GSRs, 2) PJRs/Job Orders/Payrolls of MOOE Laborers; 3) Payrolls of casuals/student assistants of DAS.</b>  <b>3. Types or computerizes: 1) Travel Orders, 2) Trip Tickets, 3) Pre-travel Vouchers, and 4) Travel Reimbursements.</b>  <b>4. Receives and files: 1) communications, 2) payrolls, 3) GSRs/PJRs, 4) TOs/Vouchers, and Faculty Workloads.</b>  <b>5. Issues office supplies to faculty and staff.</b> </td> </tr> </table>				<b>30%</b>  <b>30%</b>  <b>20%</b>  <b>10%</b>  <b>10%</b>  <b>100%</b>	<b>1. Types and computerizes: 1) recommendation for appointments of temporary instructors, part-timers, SRA, casuals; 2) communications for instructions, research, extension, and production; 3) exams; hand-outs, faculty workload, etc.</b> <b>2. Prepares, types or computerizes: 1) GSRs, 2) PJRs/Job Orders/Payrolls of MOOE Laborers; 3) Payrolls of casuals/student assistants of DAS.</b> <b>3. Types or computerizes: 1) Travel Orders, 2) Trip Tickets, 3) Pre-travel Vouchers, and 4) Travel Reimbursements.</b> <b>4. Receives and files: 1) communications, 2) payrolls, 3) GSRs/PJRs, 4) TOs/Vouchers, and Faculty Workloads.</b> <b>5. Issues office supplies to faculty and staff.</b>
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14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <div style="text-align: center;"> <b>Department Head</b> </div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  <div style="text-align: center;"> <b>College Dean</b> </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;"> <b>N/A</b> </div>																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <b>Computer Machine, typewriter, Mimeographing Machine, Stapler, Puncher, Paper Cutter, etc.</b>																			
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;">[ X ]</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>Other (Specify)</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ X ]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[ X ]	[ ]	Other Agencies	[ X ]	[ ]	Supervisors	[ ]	[ X ]	Management	[ ]	[ X ]	Other (Specify)	[ ]	[ X ]	19. WORKING CONDITION Normal Working Condition [ X ] Field Work [ ] Field Trips [ ] Exposed to Varied Weather [ ] Others (Specify) [ ]
	Occasional	Frequent																	
General Public	[ X ]	[ ]																	
Other Agencies	[ X ]	[ ]																	
Supervisors	[ ]	[ X ]																	
Management	[ ]	[ X ]																	
Other (Specify)	[ ]	[ X ]																	
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>12/5/11</u> Date         </div> <div style="text-align: center;">   <b>POLICARPO C. GUMBA, JR.</b>            Signature of Employee         </div> </div>																			
21. Describe briefly the general function of the Unit or Section. <b>Provides instruction, research, extension, and production services in the field of animal science.</b>																			
22. Describe briefly the general function of the position. <b>Assist in providing instruction, research, extension, and production services in the field of animal science.</b>																			
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>2 yrs. studies in college.</b> Experience: <b>none required.</b>																			
23b. Licenses or certificates required to do this work, if any. <b>Civil Service Eligible, Sub-Professional.</b>																			
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>                    </u> Date         </div> <div style="text-align: center;">   <b>LOLITO C. BESTIL</b>  <b>Dept. Head, DAS-GAFS</b>            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;">   <b>JOSE L. BACUSMO</b>  <b>Head of Agency</b> </div> </div>																			