

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

1. NAME OF EMPLOYEE

(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

3. BUREAU OR OFFICE

PROPERTY OFFICE

4. DEPT./BRANCH/DIVISION

PROPERTY OFFICE

5. WORK STATION/PLACE OF WORK

LSU 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

ACCOUNTING CLERK I

9. WORKING PROPOSED TITLE

ADMINISTRATIVE AIDE IV

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 attach additional sheets.

Percent of

Working Time :

DUTIES

10%

1. In-charge of the inventory and Gas station unit of the Property office.

25%

2. Prepares billing and vouchers of POL products withdrawn.

10%

3. Monitor balancer of fuel.

15%

4. Conducts physical inventory of equipment/supplies to assigned department/center/office and all CSI campuses.

10%

5. Conducts inventory of supplies and materials in stockrooms.

5%

6. Prepares report of similar equipment.

10%

7. Conduct spot inspection of building to determine its condition, and land with PPO and prepare status report for appropriate action.

5%

8. Prepares and updates property cards of building.

5%

9. Maintains updated licenses of firearms and ammunitions and monitor its deployment to security guards.

5%

10. Monitor and update insurance of buildings and other insurable properties of the university.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center; font-size: 1.2em; font-weight: bold;">SUPPLY OFFICER III</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center; font-size: 1.2em; font-weight: bold;">ADMINISTRATIVE OFFICER V</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; font-size: 1.2em; font-weight: bold;">INVENTORY</div>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="text-align: center; font-size: 1.2em; font-weight: bold;">COMPUTER, CALCULATOR, TYPEWRITER</div>																													
18. CONTACT <table style="width:100%; border-collapse: collapse;"><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 checked="" type="checkbox"/></td><td style="text-align: center;"><input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	19. WORKING CONDITION <table style="width:100%; border-collapse: collapse;"><tbody><tr><td>Normal Working Condition</td><td style="text-align: center;"><input checked="" type="checkbox"/></td></tr><tr><td>Field work</td><td style="text-align: center;"><input checked="" type="checkbox"/></td></tr><tr><td>Field Trips</td><td style="text-align: center;"><input type="checkbox"/></td></tr><tr><td>Exposed to Varied Weather</td><td style="text-align: center;"><input type="checkbox"/></td></tr><tr><td>Other's (Specify)</td><td style="text-align: center;"><input type="checkbox"/></td></tr></tbody></table>	Normal Working Condition	<input checked="" type="checkbox"/>	Field work	<input checked="" type="checkbox"/>	Field Trips	<input type="checkbox"/>	Exposed to Varied Weather	<input type="checkbox"/>	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; margin-top: 20px;"><div style="width: 45%;"><div style="border-bottom: 1px solid black; width: 100%;"></div><div style="text-align: center;">Date</div></div><div style="width: 45%; text-align: right;"><div style="font-size: 1.2em; font-weight: bold; margin-bottom: 5px;">JUANITO M. LAD</div><div style="border-bottom: 1px solid black; width: 100%;"></div><div style="text-align: center;">Signature of Employee</div></div></div>																													
21. Describe briefly the general function of the Unit or Section. <div style="text-align: center; font-size: 1.2em; font-weight: bold; margin-top: 10px;">INVENTORY</div>																													
22. Describe briefly the general function of the position. <div style="text-align: center; font-size: 1.2em; font-weight: bold; margin-top: 10px;">conduct physical inventory & control the LRU gas station</div>																													
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). <div style="margin-top: 10px;">Education: Bachelor's degree in the area of specialization.</div> <div style="margin-top: 10px;">Experience: 11 yrs</div>																													
23b. Licenses or certificates required to do this work, if any. CSC Sub-professional eligibility.																													
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25. APPROVED <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 45%;"><div style="border-bottom: 1px solid black; width: 100%;"></div><div style="text-align: center;">Date</div></div><div style="width: 45%; text-align: right;"><div style="font-size: 1.2em; font-weight: bold; margin-bottom: 5px;">P. CIENCIA P. MILA</div><div style="border-bottom: 1px solid black; width: 100%;"></div><div style="text-align: center;">Head of Agency</div></div></div>																													