

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (POSITION DESCRIPTION FORM)		1 NAME OF EMPLOYEE ROM MARIO RABIA (Family Name) (Given Name) (Middle Name)	
2 DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3 BUREAU OR OFFICE VISAYAS STATE UNIVERSITY	
4 DEPT./BRANCH/DIVISION		5 WORK STATION/PLACE OF WORK VSU, Baybay City, Leyte	
6a. PRES. APPROP ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPROP. ACT/ BOARD RES/ ORD. NO. ITEM NO. VISCAB-ADA4-120-2004	7a SALARY P.A. P 139,896.00	
		7b OTHER COMPENSATION P 24,000.00	
8 OFFICIAL DESIGNATION OF POSITION Admin. Aide IV		9 WORKING PROPOSED TITLE	
10 WAPCO CLASSIFICATION OF THIS POSITION		11 OCCUPATION GROUP TITLE (Leave Blank)	
12 FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT 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:			
70% Conducts and fetches NARC staff/visitors on official travel outside official station			
20% Maintain vehicle in good running condition			
5% To assist in maintaining cleanliness of NARC sorroundings			
5% To do other task as assigned by the immediate supervisor			
100%			

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14. POSITION TITLE OF IMMEDIATE SUPERVISOR Director, NARC		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR President	
16. NAMES, TITLES AND ITEMS 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. vehicle			
18. CONTACT		19. WORKING CONDITION	
Occasional Frequent			
General Public	X	Normal Working Condition	X
Other Agencies	X	Field Work	X
Supervisors	X	Field Trips	X
Management	X	Exposed to varied weather	X
Others (specify)		Other (specify) travels	
20. I CERTIFY that the above answers are accurate and complete.			
03-15-2016 Date		MARIO R. ROM Signature of Employee	
21. Describe briefly the general function of the Unit or Section to conduct research and extension services on all aspects of abaca			
22. Describe briefly the general function of the position Driver			
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 qualification of the present incumbent. This item should be filled for all positions other than teaching). Education: Elementary school graduate Experiences: not required			
23b. Licenses or certificates required to do this work, if any.			
24. I hereby certify that the above answers are accurate and complete.			
Date		FELICIANO G. SINON Director, NARC Signature and Title of Immediate Supervisor	
25. APPROVED:			
Date		EDGARDO E. TULIN Head of Agency	