

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE PACADA NEVIN ABAQUITA (Family Name) (Given Name) (Middle Name)											
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE											
4. DEPT./BRANCH/DIVISION LSU-CEBU OFFICE		5. WORK STATION/PLACE OF WORK LAHUG? C.C.											
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.		6b. PREV. APPRO. ACT/ BOARD RES/ ITEM NO.											
		7a. SALARY P.A.: P 91,272.00											
		7b. OTHER COMPENSATION: PERA/ACA ACA & PERA											
8. OFFICIAL DESIGNATION OF POSITION Buyer II		9. WORKING PROPOSED TITLE											
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 <input checked="" type="checkbox"/> 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													
<table><tr><td>50%</td><td>Supervises the overall procurement activities of LSU-CO in coordiantion with LSU-PSO</td></tr><tr><td>20%</td><td>Monitors and keeps tract of served POs and deliveries and follows up the same for immediate delivery</td></tr><tr><td>5 %</td><td>Prepares and submits reports as called for by higher authorities</td></tr><tr><td>15%</td><td>Assists and facilitates requests of LSU staff with official transactions with other government agencies and other private entities</td></tr><tr><td>10%</td><td>Supervises the operation of LSU-Lodging House and determines the need and upgrading of physical facilities</td></tr></table>				50%	Supervises the overall procurement activities of LSU-CO in coordiantion with LSU-PSO	20%	Monitors and keeps tract of served POs and deliveries and follows up the same for immediate delivery	5 %	Prepares and submits reports as called for by higher authorities	15%	Assists and facilitates requests of LSU staff with official transactions with other government agencies and other private entities	10%	Supervises the operation of LSU-Lodging House and determines the need and upgrading of physical facilities
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<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</p> <p>ADMINISTRATIVE OFFICER II</p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</p> <p>DIRECTOR OF FINANCE</p>																												
<p>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles)</p> <p>Pa tricio Pino, Driver II; Lenit, Caintic, Caretaker, Mike Pausanos, Utility Worker</p>																													
<p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</p> <p>Computer, printer, fax machine, motorcycle</p>																													
<p>18. CONTACT</p> <table style="width: 100%;"> <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 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 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"/>	<p>19. WORKING CONDITION</p> <table style="width: 100%;"> <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 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 type="checkbox"/>	Field Trips	<input type="checkbox"/>	Exposed to Varied Weather	<input type="checkbox"/>	Other's (Specify)	<input type="checkbox"/>
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<p>20. I CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;"><u>12/17/04</u></p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="text-align: center;"><i>[Signature]</i></p> <p style="text-align: center;">Signature of Employee</p> </div> </div>																													
<p>21. Describe briefly the general function of the Unit or Section.</p> <p>Serves as an effective and efficient procurement arm of the University</p>																													
<p>22. Describe briefly the general function of the position.</p> <p>Supervises the overall procurement activities in Cebu in coordination of LSU-PSO</p>																													
<p>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).</p> <p>Education: Completion of two years studies in college.</p> <p>Experience:</p>																													
<p>23b. Licenses or certificates required to do this work, if any.</p> <p>CSC Sub-professional eligibility.</p>																													
<p>24. I HEREBY CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="text-align: center;"><i>[Signature]</i></p> <p style="text-align: center;">Ms. Ma. Cristina U. Ramirez Head, PSO</p> <p style="text-align: center;">_____ Signature and Title of Immediate Supervisor</p> </div> </div>																													
<p>25. APPROVED</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="text-align: center;"><i>[Signature]</i></p> <p style="text-align: center;">PACIENCIA P. MILAN Head of Agency</p> </div> </div>																													