

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

4. DEPT./BRANCH/DIVISION

1. NAME OF EMPLOYEE

MORALES ROMULO E.

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

3. BUREAU OR OFFICE

LSULHS

5. WORK STATION/PLACE OF WORK

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO. VIS-CAB-ADA3-160-2004

7a. SALARY P.A.: P 72,468.00

7b. OTHER COMPENSATION: PERA/ACA

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

[]

[]

[]

[]

[]

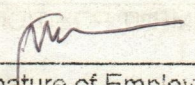


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13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please
attach additional sheets.

Percent of :
Working Time :

DUTIES

- 25% Mimeograph teaching materials of the LSULHS.
- 20% Maintain the cleanliness of the Principal's office, comfort rooms.
- 20% Perform messengerial services such as passing around of notes, memos, directives, etc. and followup requests, communications and others.
- 20% Perform carpentry work such as repair of visual materials, chairs, chalkboards, tables, classrooms, ceilings, cabinets, etc.
- 15% Perform other assignments which may be given by the Principal from time to time.

<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</p> <p style="text-align: center;">Principal</p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</p> <p style="text-align: center;">Dean, College of Education</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>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</p> <p style="text-align: center;">mimeographing machine, bicycle, carpentry tools, rake, brooms, etc.</p>																			
<p>18. CONTACT</p> <table style="width: 100%; border: none;"> <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 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 type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input 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 checked="" type="checkbox"/></td> </tr> </tbody> </table>		Occasional	Frequent	General Public	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Management	<input type="checkbox"/>	<input type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>19. WORKING CONDITION</p> <p>Normal Working Condition <input type="checkbox"/></p> <p>Field work <input type="checkbox"/></p> <p>Field Trips <input checked="" type="checkbox"/></p> <p>Exposed to Varied Weather <input type="checkbox"/></p> <p>Other's (Specify) <input type="checkbox"/></p>
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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; margin-top: 10px;"> <div style="text-align: center;"> <p><u>2-15-05</u></p> <p>Date</p> </div> <div style="text-align: center;"> <p></p> <p>Signature of Employee</p> </div> </div>																			
<p>21. Describe briefly the general function of the Unit or Section.</p>																			
<p>22. Describe briefly the general function of the position.</p> <p style="text-align: center;">secondary education</p> <p style="text-align: center;">janitorial, messengerial, carpentry.</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: Must be able to read and write</p> <p>Experience: none required</p>																			
<p>23b. Licenses or certificates required to do this work, if any.</p>																			
<p>24. I HEREBY CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <p><u>2-15-05</u></p> <p>Date</p> </div> <div style="text-align: center;"> <p></p> <p>VIRGENITA G. ALBARICO Signature and Title of Immediate Supervisor</p> </div> </div>																			
<p>25. APPROVED</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <p>_____</p> <p>Date</p> </div> <div style="text-align: center;"> <p></p> <p>PACIENCIA P. MILAN Head of Agency</p> </div> </div>																			