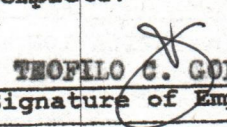
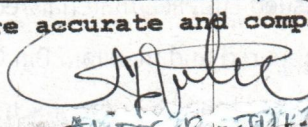


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE GOFREDO TEOFILO CANETE (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE SPPMO	
4. DEPT./BRANCH/DIVISION Property Office		5. WORK STATION/PLACE OF WORK SPPMO	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Instructor I Adm. Aide III		9. WORKING PROPOSED TITLE Clerk I	
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 [X] 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: D U T I E S			
40%	1 Acted as in-charge of the Supply Warehouse, secure safety of all supplies/materials, equipment stored and receives/check items delivered by local suppliers, from Cebu/ Manila Office and items turned-over by the canvasser/buyer		
5%	2 Loaded & unloaded supplies/materials/equipment received for storage and for delivery to different colleges/depts/centers/ units of the university.		
10%	3 Issued supplies/materials/equipment to end users.		
10%	4 Prepared and maintain Bin Cards.		
5%	5 Assisted the conduct of scheduled physical inventory of stocks at the Supply Warehouse at the middle and year-end by COA and IASO.		
10%	6 Assisted/facilitated/ guide supplier's direct delivery of supplies/materials/equipment to end user.		
5%	7 Maintained cleanliness and orderliness in the Supply Warehouse and surrounding.		
10%	8 Facilitated inspection of supplies/materials/equipment		
5%	9 Do other duties assigned by immediate supervisor.		
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">Adm. Officer V</p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">Vice Pres. for Adm. & Finance</p>																		
16. NAMES, TITLES AND ITEM 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. <p style="text-align: center;">Computer, Push Cart,</p>																			
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="width: 20%; 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;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[X]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION Normal Working Condition [X] Field Work [] Field Trips [] Exposed to Varied Weather [] Others (Specify) []
	Occasional	Frequent																	
General Public	[X]	[]																	
Other Agencies	[]	[]																	
Supervisors	[]	[]																	
Management	[]	[]																	
Other (Specify)	[]	[]																	
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>May 31, 2013</u> Date </div> <div style="text-align: center;">  TEOFILO C. GOFREDO Signature of Employee </div> </div>																			
21. Describe briefly the general function of the Unit or Section. <p style="text-align: center;">Custodianship to all properties under VSU system</p>																			
22. Describe briefly the general function of the position. <p style="text-align: center;">Warehouse Management</p>																			
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: Experience:																			
23b. Licenses or certificates required to do this work, if any.																			
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>05-31-13</u> Date </div> <div style="text-align: center;">  ALEX P. TULIN 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;"> JOSE L. BACUSMO Head of Agency </div> </div>																			