

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE FORNES MERCEDES V. (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VSU	
4. DEPT./BRANCH/DIVISION H.S. LIBRARY		5. WORK STATION/PLACE OF WORK VSU	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO.	7a. SALARY P.A.: P 96,960.00 7b. OTHER COMPENSATION PERA/ACA P/ 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION ADMIN. AIDE III		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 [x] PROVINCE []			
1st [] 2nd [] 4th [] 5th [] 6th []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time : DUTIES			
1. Charges/discharges books 2. Files book cards 3. Shelves books, etc. 4. Types index/catalog cards, leave applications & report of fines 5. Files index & catalog cards 6. Clips newspapers for vetical file 7. Countersign clearances 8. Inventory books 9. Records/stamps VSU ownership to magz/newspapers 10. Repairs books/novels 11. Paints & labels book spines			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">University Librarian</p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">Administrative Officer VI</p>
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16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (list only by their item nos. and titles)

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

Computer, typewriter, puncher, scissors, calculator

18. CONTACT <table style="width: 100%;"> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> <tr> <td>General Public</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[x]</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>Others (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </table>		Occasional	Frequent	General Public	[]	[x]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Others (Specify)	[]	[]	19. WORKING CONDITION Normal Working Condition Field work [] Field Trips [] Exposed to Varied Weather Other's (Specify) []
	Occasional	Frequent																	
General Public	[]	[x]																	
Other Agencies	[]	[]																	
Supervisors	[]	[]																	
Management	[]	[]																	
Others (Specify)	[]	[]																	

20. I CERTIFY that the above answers are accurate and complete.

March 25, 2010
Date

MERCEDES V. FORNES
 Signature of Employee

21. Describe briefly the general function of the Unit or Section.

Instruction, research and extension

22. Describe briefly the general function of the position.

Clerical function

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).

Education: **Completion of two years in college**

Experience: **Not required**

23.b. Licenses or certificates required to do this work,

CSC Sub-prof. eligibility.

24. I HEREBY CERTIFY that the above answers are accurate and complete.

March 25, 2010
Date

KARINA IMMACULADA B. APALE
In-charge, H.S. Library
 Signature and Title of Immediate Supervisor

25. APPROVED

March 25, 2010
Date

JOSE L. BACUSNO
 Head of Agency