

REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC Form No. 1 (Position Description Form)		DUARTE    ARNULFO    MACION (Family Name)    Given Name    (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT <b>Visayas State University, Baybay City, Leyte</b>		3. BUREAU OR OFFICE <b>Visayas State University</b>	
4. DEPT./BRANCH/DIVISION <b>College of Engineering</b>		5. WORK STATION/PLACE OF WORK <b>Visayas State University</b>	
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:	
8. OFFICIAL DESIGNATION OF POSITION <b>Welder II</b>		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 UNITS CLASS MUNICIPALITY [ ]                      CITY [ ]                      PROVINCE [ ]  1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup> 5 <sup>th</sup> 6 <sup>th</sup> [ ]                      [ ]                      [ ]                      [ ]                      [ ]                      [ ]			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. (f more space is needed, please attached additional sheets.			
Percent Working Time	DUTIES		
35%	1. Conduct actual trainings on Technical Vocational Education and Training (TVET) in Shielded Metal Arc Welding (SMAW) NC II		
30%	2. Keeps custody of SMAW-related facilities and implement regular cleaning and maintenance program		
15%	3. Assist the TVET Program Coordinator in making TVET reports		
10%	4. Assist in the conduct of laboratory classes related to welding		
10%	5. Performs other duties as maybe assigned by his immediate supervisor		

14. POSITION/TITLE OF IMMEDIATE SUPERVISOR  <p style="text-align: center;"><b>ENGINEER II</b></p>	15. POSITION/TITLE OF NEXT HIGHER SUPERVISOR  <p style="text-align: center;"><b>College Dean</b></p>																												
16. NAME, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles)  <p style="text-align: center;"><b>None</b></p>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p style="text-align: center;"><b>Computer set, whiteboard/chalkboard, ballpen, pencil, drawing instruments and other gadgets, Welding machines, welding mask, cut-off, portable grinder</b></p>																													
18. CONTACT  <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;">[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;">[x]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Others (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	[ ]	[x]	Management	[ ]	[x]	Others (Specify)	[ ]	[ ]	19. WORKING CONDITION  <table style="width: 100%; border: none;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Field work</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Field trips</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>	Normal Working Condition	[x]	Field work	[ ]	Field trips	[ ]	Exposed to Varied Weather	[ ]	Others (Specify)	[ ]
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20. I CERTIFY that the above answers are accurate and complete  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;"><u>Nov. 24, 2015</u> Date</p> </div> <div style="width: 45%; text-align: right;">   <b>ARNULFO M. DUARTE</b>            Signature of Employee         </div> </div>																													
21. Describe briefly the general functions of the Unit or Section.  <p style="text-align: center;"><b>To conduct research, instruction and extension</b></p>																													
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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.)  <p>Education: <b>Elementary School Graduate</b></p> <p>Experience: <b>NONE</b></p>																													
23b. Licenses or certificates required to do this work, if any.  <p style="text-align: center;"><b>TESDA SMAW NC II and NTTC Level 1 holder</b></p>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;"><u>Nov. 24, 2015</u> Date</p> </div> <div style="width: 45%; text-align: right;">   <b>NILO L. LEORNA</b>            Signature and Title of Immediate Supervisor         </div> </div>																													
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