

# 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

LIBRARY

1. NAME OF EMPLOYEE

MAZO, CRISANTO ABARAT

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

3. BUREAU OR OFFICE

LSU LIBRARY

5. WORK STATION/PLACE OF WORK

CONTROL SECTION

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO.

ACT/

BOARD RES/

ITEM NO. VIS-CAB-ADA1-168-04

7a. SALARY P.A.: P 60984.00

7b. OTHER COMPENSATION: PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION

ADMINISTRATIVE AIDE - Utility Worker I

9. WORKING PROPOSED TITLE

Administrative Aide 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 [ ]

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

70% WATCH THE CONTROL AREA OF THE UNIVERSITY LIBRARY

5% TAKE STATISTICS OF CLIENTELE ADMITTED

5% CHARGE & DISCHARGE BOOKS AT THE VISCAIANA SECTION DURING SPECIAL ASSIGNMENT

5% FOLLOW-UP LETTER REQUEST

5% DO HOUSEKEEPING DUTY TO ASSIGN. AREA

5% DO INVENTORY DURING SUMMER VACATION

5% DO OTHER JOB THAT MAY BE ASSIGN



