

<b>REPUBLIC OF THE PHILIPPINES</b> BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <b>ENCINERTO SPOLONIO MARANTE</b> (Family Name) (Given Name) (Middle Name)													
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		3. BUREAU OR OFFICE <b>VISAYAS STATE UNIVERSITY</b>													
4. DEPT./BRANCH/DIVISION <b>GENERAL SERVICES OFFICE</b>		5. WORK STATION/PLACE OF WORK													
3a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. <b>VIS-CAB-ENG3-1-1996</b>	7a. SALARY P.A.x <b>P 406,308.00</b> 7b. OTHER COMPENSATION: <b>PERA/ACA</b> <b>P 24,000.00</b>													
3. OFFICIAL DESIGNATION OF POSITION <b>Engineer III</b>		9. WORKING PROPOSED TITLE <b>Electrical Engineer-III</b>													
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 [ ]															
<table style="width: 100%; text-align: center;"> <tr> <td>1st</td> <td>2nd</td> <td>3rd</td> <td>4th</td> <td>5th</td> <td>6th</td> </tr> <tr> <td>[ ]</td> <td>[ ]</td> <td>[ ]</td> <td>[ ]</td> <td>[ ]</td> <td>[ ]</td> </tr> </table>				1st	2nd	3rd	4th	5th	6th	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
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													
60%  20%  15 %  5%	Plan and manage all electrical installations of the university and Monitor electrical personnel work assignments.  Estimates and follow-up electrical construction materials for the priority projects.  Monitor maintenance schedule of electrical equipments.  To perform assigned task by higher authority from time to time.														



14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Director

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Vice Pres. for Admn & Finance

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.

Electrical tools, computer, etc.

18. CONTACT

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)

[ ]

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

APOLONIO M. ENCIERTO

Signature of Employee

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

To installation, repair and maintain electrical power lights and wirings of VSU buildings.

22. Describe briefly the general function of the position.

To monitor priority projects electrical power for labor and materials and continuous supply of electricity.

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: Bachelor's of Engineering relevant to the job.

Experience: 2 yrs. of relevant experience; 8 hrs. of relevant training.

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

R. A. 1080

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

Date

NESTOR M. ISRAEL

Signature and Title of Immediate Supervisor

25. APPROVED

Date

JOSE L. BACUNO  
Head of Agency