

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE MAZO, CRISANTO SL ABADAT (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE LIBRARY	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK LIBRARY BINDERY SECTION	
6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.	6b. PREV. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. NSAP-KDAS1-40-2004	7a. SALARY P.A.: P 106, 080.00 7b. OTHER COMPENSATION: 24.00	
8. OFFICIAL DESIGNATION OF POSITION ADMINISTRATIVE ASSISTANT I		9. WORKING PROPOSED TITLE BINDER	
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 attached additional sheets.			
Percent of Working Time:			
D U T I E S			
25% 1. BINDS & REPAIRS BOOKS & OTHER LIBRARY MATERIALS 20% 2. PRINTS BY MECHANICAL & MANUAL MEANS, MICROGRAPHICAL DATA OR CALL NUMBERS OR BOOKS & OTHER MATERIALS. 20% 3. MAINTAINS & INVENTORIES ASSIGNED SHELVES. 15% 4. PERFORMS THE CONTROL DUTIES INVOLVED AT THE ENTRANCE/EXIT OR ASSIGNED HOURS & DAYS. 10% 5. MAINTAINS BINDING & PRINTING EQUIPMENTS & SUPPLIES 10% 6. PERFORMS OTHER TASKS AS ASSIGNED BY THE UNIVERSITY LIBRARIAN 10%			

64 5067 5/8

#107

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center; font-size: 1.2em;">LIBRARIAN</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center; font-size: 1.2em;">CHIEF LIBRARIAN</div>																												
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. <div style="text-align: center; font-size: 1.1em;">PRINTING MACHINE, HOMER, OWL, ELECTRIC DRILL, NEEDLE, SPOG TRADE, CUTTER</div>																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"></th> <th style="text-align: center; font-size: 0.8em;">Occasional</th> <th style="text-align: center; font-size: 0.8em;">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 <table style="width: 100%; border-collapse: collapse;"> <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%;"> <div style="text-align: center; font-size: 1.1em;">MAY 20, 2011</div> <div style="text-align: center; font-size: 0.8em;">Date</div> </div> <div style="width: 45%; text-align: right;"> <div style="text-align: center; font-size: 0.8em;">Signature of Employee</div> </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <div style="text-align: center; font-size: 1.1em;">BIND BOOKS</div>																													
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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). <div style="text-align: center;"> Education: Elementary School Graduate Experience: 1 year of relevant experience </div>																													
23b. Licenses or certificates required to do this work, if any. <div style="text-align: center; font-size: 1.1em;">NONE: ONLY EXPERIENCE</div>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="text-align: center; font-size: 1.1em;">MAY 20, 2011</div> <div style="text-align: center; font-size: 0.8em;">Date</div> </div> <div style="width: 45%; text-align: right;"> <div style="text-align: center; font-size: 1.2em; margin-bottom: 5px;">Limbapale</div> <div style="text-align: center; font-size: 0.9em;"> KARINA IMMACULADA B. APALE COLLEGE LIBRARIAN II / TECHNICAL SECTION Signature and Title of Immediate Supervisor </div> </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 45%;"> <div style="text-align: center; font-size: 0.8em; margin-top: 20px;">Date</div> </div> <div style="width: 45%; text-align: right;"> <div style="text-align: center; font-size: 0.8em;"> JOSE A. BACUSMO Head of Agency </div> </div> </div>																													