

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <u>TANAD RIZAL ROBLES</u> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT <u>Visayas State College of Agriculture</u>		3. BUREAU OR OFFICE <u>VSCA GUEST HOUSE</u>	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK <u>VSCA GUEST HOUSE</u>	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. <u>239</u>	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. <u>239</u>	7a. SALARY P.A.: 7b. OTHER COMPENSATION: <u>Fishing</u>	
8. OFFICIAL DESIGNATION OF POSITION <u>Caring the GUEST HOUSE</u> <u>Serving the guest</u>		9. WORKING PROPOSED TITLE <u>GUEST HOUSE CARETAKER</u>	
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 : 40% : Cleaning the guest house & caring the plants. 30% : Serving the guest meals. 15% : Assisting to others who need my support / help. 15% : Follow up & submit papers.			
DUTIES			
Signature and Title of Immediate Supervisor: _____ Date: _____			
Signature and Title of Head of Agency: _____ Date: _____			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <u>GUEST HOUSE parent II</u>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <u>GUEST HOUSE Manager</u>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) <u>GUEST HOUSE UTILITY WORKER</u>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <u>Floor polisher, Bolo, Brooms, rugs, trays, kitchen utensils</u>																													
18. CONTRACT <table style="width: 100%;"> <thead> <tr> <th></th> <th style="text-align: center;"><u>Occasional</u></th> <th style="text-align: center;"><u>Frequent</u></th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[]</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>		<u>Occasional</u>	<u>Frequent</u>	General Public	[]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[]</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	[]	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. <u>GA. 14/98</u> Date RIZAL R. TANAID Signature of Employee																													
21. Describe briefly the general function of the Unit or Section. <u>to give accommodation & meals services to the guest</u>																													
22. Describe briefly the general function of the position. <u>Prepare the guest House rooms for accommodation, And served the food for meals of the guest, And come & arrange the plant to have beauty.</u>																													
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). Education: <u>Must be able to read & write.</u> Experience: <u>1 year</u>																													
23b. Licenses or certificates required to do this work, if any. <u>N.A.</u>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <u>10/14/98</u> Date HELEN P. LAMBERT Signature and Title of Immediate Supervisor																													
25. APPROVED: _____ Date Head of Agency																													