

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

VALENZONA MARIO LILIO
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

3. BUREAU OR OFFICE

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

GSO, VISCA

Baybay, Leyte

6a. PRES. APPROP. : 6b. PREV. APPROP.

7a. SALARY P.A. : 7b. OTHER COMPEN-

ACT/ RA 6831 :

ACT/

AUTHORIZED :

SATION

BOARD RES/ :

BOARD RES/

ACTUAL :

₱57,432.00

ORD. NO. :

ORD. NO.

ITEM NO. 16 :

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING PROPOSED TITLE

Engineer II

Engineer II

10. WAPOO CLASSIFICATION OF THE POSITION

11. OCCUPATION GROUP TITLE

(leave blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS

MUNICIPALITY ☐

CITY ☐

PROVINCIAL ☐

1st 2nd 3rd 4th 5th 6th
: : : : : :
: : : : : :

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of: DUTIES ---

Working :
Time :

40% :1. Undertake direct supervision of all personnel
: attached to the division.

20% :2. Prepare plans and cost estimates for certain projects
: of the College which are under the jurisdiction of
: the Division.

30% :3. Programs the activities of the division and undertake
: close monitoring of its activities during its
: implementation.

10% :4. Undertake or perform other related tasks that may be
: assigned by superiors.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR :15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Engineer III : Vice-President for Administration

16. NAMES, TITLES and ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles).

None

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

Calculator, tools & equipment, typewriter, etc.

18. CONTACT

	Occasional	Frequent
General Public	: x :	:
Other Agencies	: x :	:
Supervisors	:	: x :
Management	:	: x :
Others (Specify)	:	:

19. WORKING CONDITION

Normal Working Condition	: x :
Field Work	:
Field Trips	:
Exposed to varied Weather	:
Others (Specify)	:

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

March 19, 1992
Date

MARIO LILIO P. VALENZONA
Signature of Employee

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

To undertake and/or supervise all campus construction, maintenance, repair, renovation of existing campus buildings, installation of various mechanical & electrical equipment and motor vehicles of the college.

22. Describe briefly the general function of the position.

To undertake direct supervision of personnel undertaking ground and drainage maintenance, building repair and maintenance.

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: Bachelor's degree in engineering
Experience: Experience in supervisory engineering work

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

License to practice profession

24. I hereby certify that the above answers are accurate and complete.

March 19, 1992
Date

MARGARITO C. ESCALANTE - Director, GSO
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

M. P. Villanueva
Head of Agency

Orig' appt 5-B-92