

# 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

1. NAME OF EMPLOYEE

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

3. BUREAU OR OFFICE

LSU

5. WORK STATION/PLACE OF WORK

LSU

6a. PRES. APPRO.

6b. PREV. APPRO.

ACT/

ACT/

BOARD RES/

BOARD RES/

ORD. NO.

ITEM NO.

7a. SALARY P.A.:

7b. OTHER COMPENSATION: P 110,448.00 PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION

VISCAB-ADA6-111-200A

WORKING PROPOSED TITLE

10. WAPCO CLASSIFICATION OF THIS POSITION

Classification of Grade II (mechanic II)

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:



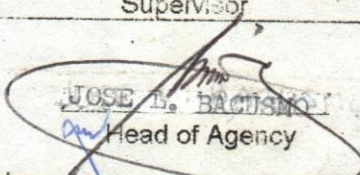
DUTIES

60% Undertake underchassis repair

30% Undertakes general engine overhauling and minor repair

10% Maintain cleanliness of working area



14. POSITION TITLE OF IMMEDIATE SUPERVISOR <b>Director, General Services Office</b>		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <b>Vice Pres. for Adm. &amp; Finance</b>																			
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. <b>hammer, screw driver, etc.</b>																					
18. CONTACT <table style="width: 100%; border: none;"><thead><tr><th></th><th style="text-align: center;">Occasional</th><th style="text-align: center;">Frequent</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>Others (Specify)</td><td style="text-align: center;">[ ]</td><td style="text-align: center;">[ ]</td></tr></tbody></table>			Occasional	Frequent	General Public	[ ]	[ ]	Other Agencies	[ ]	[ ]	Supervisors	[ ]	[ ]	Management	[ ]	[ ]	Others (Specify)	[ ]	[ ]	19. WORKING CONDITION Normal Working Condition Field work [ ] Field Trips [ ] Exposed to Varied Weather Other's (Specify) [ ]	
	Occasional	Frequent																			
General Public	[ ]	[ ]																			
Other Agencies	[ ]	[ ]																			
Supervisors	[ ]	[ ]																			
Management	[ ]	[ ]																			
Others (Specify)	[ ]	[ ]																			
20. I CERTIFY that the above answers are accurate and complete.  _____ Date		 <b>AMEEL P. ARANDA</b> Signature of Employee																			
21. Describe briefly the general function of the Unit or Section. <b>Undertake underchasses repair.</b>																					
22. Describe briefly the general function of the position. <b>Undertake general engine overhauling &amp; minor repair.</b>																					
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: <b>High School Graduate of completion of relevant vocational/trade course.</b> Experience: <b>none required</b>																					
23b. Licenses or certificates required to do this work, if any. <b>TESDA-Automotive Mechanic (LD)</b>																					
24. I HEREBY CERTIFY that the above answers are accurate and complete.  _____ Date		 <b>NESTOR M. ISMAEL</b> Signature and Title of Immediate Supervisor																			
25. APPROVED  _____ Date		 <b>JOSE L. BACTIS</b> Head of Agency																			