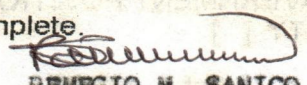
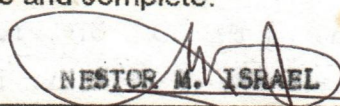
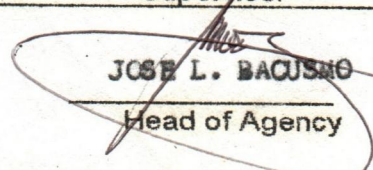


<b>REPUBLIC OF THE PHILIPPINES</b> BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between;"> <span><b>Sanico</b> (Family Name)</span> <span><b>Remegio</b> (Given Name)</span> <span><b>Mangle</b> (Middle Name)</span> </div>		
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <b>VISAYAS STATE UNIVERSITY</b>		3. BUREAU OR OFFICE <div style="display: flex; justify-content: space-around;"> <span><b>VSU</b></span> <span><b>VSU</b></span> </div>		
4. DEPT./BRANCH/DIVISION <b>GENERAL SERVICES OFFICE</b>		5. WORK STATION/PLACE OF WORK <div style="display: flex; justify-content: space-around;"> <span><b>VSU</b></span> <span><b>VSU</b></span> </div>		
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. <b>ADAS5-6-2010</b>	7a. SALARY P.A.: P 187,788.00  7b. OTHER COMPENSATION PERA/ACA P 24,000		
8. OFFICIAL DESIGNATION OF POSITION <b>Administrative Asst. II</b>		9. WORKING PROPOSED TITLE		
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)		
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">           MUNICIPALITY [ ]   <div style="display: flex; justify-content: space-around;"> <span>1st [ ]</span> <span>2nd [ ]</span> </div> </div> <div style="width: 30%;">           CITY [ ]   <div style="display: flex; justify-content: space-around;"> <span>4th [ ]</span> <span>5th [ ]</span> </div> </div> <div style="width: 30%;">           PROVINCE [ ]   <div style="display: flex; justify-content: space-around;"> <span>6th [ ]</span> </div> </div> </div>				
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.				
Percent of Working Time : <span style="margin-left: 100px;"><b>DUTIES</b></span>				
20%	Conduct general supervision and disposition of all personnel in the Light Vehicle and Heavy Equipment Unit.			
30%	Plans & supervise the field operation, repair and maintenance of Light Vehicles and Heavy Equipment.			
15%	Plans & supervise the repair & maintenance of Motorpool, SDMU & Flower and Garden Show.			
10%	Supervises the maintenance and repair of irrigation and drainage canals and perimeter fences of the Experimental Station.			
10%	Supervises the construction of Tent structure and putting up of exhibit booths and tents.			
5%	Designated as inspector of motor vehicle and parts			
5%	Manages the SDMU STF Project			
5%	Attend and prioritize the services requested by different offices.			



14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;"><b>Director - GSO</b></p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;"><b>Vice Pres. for Adm. &amp; Finance</b></p>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (list only by their item nos. and titles) <div style="display: flex; justify-content: space-between;"> <div>             Adm. Asst. II -1              Adm. Aide VI -6           </div> <div>             Adm. Aide III-5              Adm. Aide I -2           </div> <div>             Painter -I              Mchinist II-1           </div> <div>             Welder I -1              Welder II              HEO I #1           </div> </div>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="display: flex; justify-content: space-between;"> <div>             Service Vehicle -18              Heavy Eqpt. -12           </div> <div>             Machine -12              Tools -30           </div> <div>             HEO II -2              Field Laborer -3           </div> </div>																													
18. CONTACT <table style="width: 100%; border-collapse: collapse;"> <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;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Occasional	Frequent	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Management	<input type="checkbox"/>	<input type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Field work</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Exposed to Varied Weather</td> <td></td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>	Normal Working Condition	<input checked="" type="checkbox"/>	Field work	<input type="checkbox"/>	Field Trips	<input type="checkbox"/>	Exposed to Varied Weather		Other's (Specify)	<input type="checkbox"/>
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: center;">   <b>REMIGIO M. SANICO</b>            Signature of Employee         </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <p style="text-align: center;"><b>Undertaken general services related to the repair and maintenance of light &amp; heavy eq</b></p>																													
22. Describe briefly the general function of the position. <b>&amp; grounds &amp; drainage maintenance operations.</b> <p style="text-align: center;"><b>Provide direct control of equipment operators and maintenance crew.</b></p>																													
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). <p>Education: <b>High School Graduate</b></p> <p>Experience: <b>2 yrs. of relevant experience; 8 hrs. of relevant training.</b></p>																													
23b. Licenses or certificates required to do this work,  																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: center;">   <b>NESTOR M. ISRAEL</b>            Signature and Title of Immediate Supervisor         </div> </div>																													
25. APPROVED <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: center;">   <b>JOSE L. BACUSNO</b>            Head of Agency         </div> </div>																													