

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE CASTANAS CARMELO CORTES (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VSU	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK VSU	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. VISCAP-ADAS-64-2004	7a. SALARY P.A.: P102,264- 7b. OTHER COMPENSATION PERA/ACA P24,000-	
8. OFFICIAL DESIGNATION OF POSITION Administrative Aide V (Mason II)		9. WORKING PROPOSED TITLE CARPENTER	
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 4th 5th 6th [] [] [] [] []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Report of : Viewing Time :			
DUTIES			
60%	Undertakes carpentry works for the repair & maintenance of various academic buildings and offices.		
20%	Undertakes carpentry works for the repair & maintenance of furniture items of the university		
20%	Monitor and inspect buildings for repair and maintenance of various academic buildings & offices.		

<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</p> <p>Chief, Building Maintenance & Construction Division</p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</p> <p>Director</p>																		
<p>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (If more than 7) list by their item nos. and titles)</p> <p>Hammer, Saw, Chisel,</p>																			
<p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</p> <p>Hammer, saw, chisel</p>																			
<p>18. CONTACT</p> <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;">[]</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)	[]	[]	<p>19. WORKING CONDITION</p> <p>Normal Working Condition</p> <p>Field work []</p> <p>Field Trips []</p> <p>Exposed to Varied Weather</p> <p>Other's (Specify) []</p>
	Occasional	Frequent																	
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Supervisors	[]	[]																	
Management	[]	[]																	
Others (Specify)	[]	[]																	
<p>20. I CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%;"> <p>_____</p> <p>Date</p> </div> <div style="width: 40%; text-align: right;"> <p><i>C. Castaños</i></p> <p><u>CARMELINO C. CASTAÑAS</u></p> <p>Signature of Employee</p> </div> </div>																			
<p>21. Describe briefly the general function of the Unit or Section.</p> <p>Undertakes carpentry works for the repair and maintenance of various academic buildings and offices.</p>																			
<p>22. Describe briefly the general function of the position.</p> <p>Undertakes carpentry works for the repair and maintenance of furniture items of the university</p>																			
<p>23. 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> <p>Education: High School graduate</p> <p>Experience:</p>																			
<p>23a. Licenses or certificates required to do this work,</p>																			
<p>24. I HEREBY CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%;"> <p><u>02-10-10</u></p> <p>Date</p> </div> <div style="width: 40%; text-align: right;"> <p><i>Mario Lilio P. Valenzona</i></p> <p><u>MARIO LILIO P. VALENZONA</u></p> <p>Signature and Title of Immediate Supervisor</p> </div> </div>																			
<p>25. APPROVED</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%;"> <p>_____</p> <p>Date</p> </div> <div style="width: 40%; text-align: right;"> <p><i>Jose L. Batusmo</i></p> <p><u>JOSE L. BATISMO</u></p> <p>Head of Agency</p> </div> </div>																			