

<div>REPUBLIC OF THE PHILIPPINES</div> <div>BC-CSC Form No. 1</div> <div>(POSITION DESCRIPTION FORM)</div>		1. NAME OF EMPLOYEE		
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		BASTASA                      ARTURO                      SUMARIA		
		(Family Name)                      (Given Name)                      (Middle Name)		
VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE		
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK		
INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM)		VISCA, BAYBAY CITY, LEYTE		
6a. PRES. APPRO. ACT/		7a. SALARY P.A.: ₱108,000		
BOARD RES/ ORD. NO.		7b. OTHER COMPENSATION: PERA/ACA 169-2004                      P24,000.00		
6b. PREV. APPRO ACT/				
BOARD RES/ ITEM NO. VISCAP- KDAI-				
8. OFFICIAL DESIGNATION OF POSITION		9. WORKING PROPOSED TITLE		
ADMINISTRATIVE AIDE I (UTILITY/MESSENGER)				
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    [ <input checked="" type="checkbox"/> ]                      PROVINCE    [    ]				
1 <sup>ST</sup> 2 <sup>ND</sup> 3 <sup>RD</sup> 4 <sup>TH</sup> 5 <sup>TH</sup> 6 <sup>TH</sup>				
[    ]                      [    ]                      [    ]                      [    ]                      [    ]                      [    ]				
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.				
PERCENT OF WORKING TIME		D U T I E S		
50%		Office maintenance and utility services <ul style="list-style-type: none"><li>Maintains the cleanliness of the office</li><li>Cleans and maintains laboratory glasswares and other materials used by students and staff</li><li>Reports to office for weekend classes for class utility needs and assistance</li><li>Dispenses and retrieves laboratory supplies and equipments to staff and students</li><li>Installs/uninstalls streamers of Institute's activities to designated areas</li><li>Takes care of ornamental plants for office</li><li>Checks for functionality of some office/laboratory equipment, and repairs, if capable</li></ul>		
30%		Messengerial services <ul style="list-style-type: none"><li>Records incoming/outgoing documents</li><li>Delivers communications to clienteles within and outside the campus</li><li>Processes/follow-up papers for acquisition of supplies/materials, TOs, appointments and other standard government documents</li><li>Purchases supplies/materials for urgent use</li><li>Responds requests from other offices for messengerial services</li></ul>		
15%		Compressor machine operator <ul style="list-style-type: none"><li>Refills SCUBA diving tank for instruction, research and extension activities</li><li>Checks for functionality of the compressor machine</li></ul>		
5%		Soft bounding of manuals and reports		
100%		TOTAL PERCENT OF WORKING TIME		

<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</p> <p style="text-align: center;"><b>DIRECTOR, ITEEM</b></p>	<p>15. POSITION/TITLE OF NEXT HIGHER SUPERVISOR</p> <p style="text-align: center;"><b>DEAN, COLLEGE OF FORESTRY &amp; ENVI. SCIENCE</b></p>																												
<p>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (<i>if more than 7, list only by their item nos. and titles</i>)</p>																													
<p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</p> <p style="text-align: center;"><b>Cleaning equipment, compressor machine, paper cutter, binding machine, motorcycle, ballpen, pencil</b></p>																													
<p>18. CONTACT</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">Occasional</th> <th style="width: 20%; text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[ <input checked="" type="checkbox"/> ]</td> <td style="text-align: center;">[    ]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[ <input checked="" type="checkbox"/> ]</td> <td style="text-align: center;">[    ]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[    ]</td> <td style="text-align: center;">[ <input checked="" type="checkbox"/> ]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[    ]</td> <td style="text-align: center;">[ <input checked="" type="checkbox"/> ]</td> </tr> <tr> <td>Others (<i>Specify</i>)</td> <td style="text-align: center;">[    ]</td> <td style="text-align: center;">[    ]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[ <input checked="" type="checkbox"/> ]	[    ]	Other Agencies	[ <input checked="" type="checkbox"/> ]	[    ]	Supervisors	[    ]	[ <input checked="" type="checkbox"/> ]	Management	[    ]	[ <input checked="" type="checkbox"/> ]	Others ( <i>Specify</i> )	[    ]	[    ]	<p>19. WORKING CONDITION</p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 80%;">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;">[    ]</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 (<i>Specify</i>)</td> <td style="text-align: center;">[    ]</td> </tr> </tbody> </table>	Normal Working Condition	[ <input checked="" type="checkbox"/> ]	Field Work	[    ]	Field Trips	[    ]	Exposed to Varied Weather	[    ]	Others ( <i>Specify</i> )	[    ]
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<p>20. I CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"> <div style="text-align: center;"> <p><u>16 July 2013</u></p> <p>DATE</p> </div> <div style="text-align: right;">   <b>ARTURO S. BASTASA</b>              SIGNATURE OF EMPLOYEE           </div> </div>																													
<p>21. Describe briefly the general function of the Unit or Section.</p> <p style="text-align: center;"><b>Attainment of the well-being of the people in the Visayas through effective and highly developed resources and the generation, dissemination and application of relevant knowledge and technology in tropical ecology.</b></p>																													
<p>22. Describe briefly the general function of the position.</p> <p style="text-align: center;"><b>To responsibly serve as utility/messenger for the Institute and the University.</b></p>																													
<p>23. Indicate the required qualifications by years and kind of education considered in filling up a vacancy for this position. (<i>Keep the position in mind rather than the qualifications of the present incumbent. This item should be filled for all positions other than teaching</i>).</p> <p>Education: <u>Elementary school graduate</u></p> <p>Experience:</p>																													
<p>24. Licenses or certificates required to do this work, if any.</p>																													
<p>25. I HEREBY CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"> <div style="text-align: center;"> <p>_____</p> <p>DATE</p> </div> <div style="text-align: right;">   <b>HUMBERTO R. MONTES, JR.</b>              SIGNATURE &amp; TITLE OF IMMEDIATE SUPERVISOR           </div> </div>																													
<p>26. APPROVED</p> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"> <div style="text-align: center;"> <p>_____</p> <p>DATE</p> </div> <div style="text-align: right;">   <b>JOSE L. BACUSMO</b>              HEAD OF AGENCY           </div> </div>																													