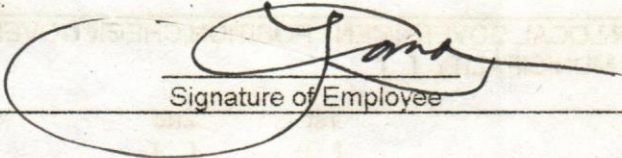
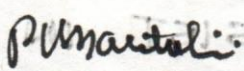
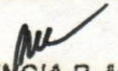


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE CAÑA, LOLITO DE LA CRUZ (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE LSU, PRINTING PRESS	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK Printing, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. VUSCHP-HDA4-117-2004	7a. SALARY P.A.: ₱ 84,264- 7b. OTHER COMPENSATION: PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION Printing machine operator I		9. WORKING PROPOSED TITLE Administrative Aide IV	
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 3rd 4th 5th 6th [] [] [] [] [] []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time :		DUTIES	
40% OPERATES THE OFFSET PRINTING MACHINE			
20% OPERATES THE HYDRAULIC CUTTER MACHINE			
20% OPERATES THE PLATE MAKER			
10% ASSIST. IN BINDING AND SORTING			
10% PERFORMS OTHER DUTIES			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <u>HEAD, Printing Press</u>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <u>DIRECTOR, APC P.I.G.P.</u>																		
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. <u>OFFSET PRINTING MACHINE, HYDRAULIC CUTTER</u>																			
18. CONTACT <table style="width: 100%;"> <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. <u>NOV. 30, 2004</u> Date  Signature of Employee																			
21. Describe briefly the general function of the Unit or Section. <u>OPERATES OFFSET MACHINE, HYDRAULIC CUTTER, & PLATE MAKER</u>																			
22. Describe briefly the general function of the position. <u>OPERATE AND MAINTAIN OFFSET MACHINE</u>																			
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: <u>HIGH SCHOOL GRADUATE</u> Experience: <u>OFFSET MACHINE OPR. 1979 AT PRESENT</u>																			
23b. Licenses or certificates required to do this work, if any. 																			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <u>12-20-2004</u> Date  <u>PERFECTO U. BARTOLINI</u> Signature and Title of Immediate Supervisor																			
25. APPROVED _____ Date  <u>PACENCIA P. MILAN</u> Head of Agency																			