

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

1. NAME OF EMPLOYEE

VALENZONA, MARIO LILIO P.

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

2. DEPARTMENT, CORPORATION, OR AGENCY/
LOCAL GOVERNMENT

STATE UNIVERSITY

3. BUREAU OR OFFICE

LSU

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

LSU

3a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

3b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO. VISCAB-ENG2-3-1998

7a. SALARY P.A.: 210,552.00

7b. OTHER COMPENSATION: PERA/ACA

3. OFFICIAL DESIGNATION OF POSITION

Engineer III

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

MUNICIPALITY []

CITY []

PROVINCE []

1st

2nd

3rd

4th

5th

6th

[]

[]

[]

[]

[]

[]

3. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of Working Time:

DUTIES

- 30% 1. Studies and prepares comprehensive repair and maintenance plans of all buildings and drainage facilities of the university as basis for decision making for improved efficiency and effectiveness.
- 30% 2. Prepares targets and implements targeted programs/projects and supervises personnel to ensure accomplishment of targets as scheduled.
- 20% 3. Prepares and submits to supervisors monthly reports as to the status of project implementations and accomplishments.
- 10% 4. Prepares project cost and estimates on newly reported project.
- 10% 5. Performs other functions as directed by supervisors.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Director

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Vice Pres. for Admin. & Finance

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.

18. CONTACT

	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)	☐

20. I CERTIFY that the above answers are accurate and complete.

Date

MARIO LILIO P. VALENZONA

Signature of Employee

21. Describe briefly the general function of the Unit or Section.

To undertake and/or supervise all campus construction, maintenance, repair, renovation of existing campus buildings.

22. Describe briefly the general function of the position.

To undertake direct supervision of personnel undertaking ground and drainage maintenance, building repair & maintenance.

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: BS degree in Engineering relevant to the job.

Experience: 1 year of relevant experience; 4 hrs. of relevant training.

23b. Licenses or certificates required to do this work, if any.

RA 1080

24. I HEREBY CERTIFY that the above answers are accurate and complete.

Date

NESTOR M. ISRAEL

Signature and Title of Immediate Supervisor

25. APPROVED

Date

PACIENCIA P. MILAN

f/Head of Agency
10/10/07