

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE (Family Name) (Given Name) (Middle Name) JANTEN RENTO DE LA CRUZ	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY	
4. DEPT./BRANCH/DIVISION VSU Guesthouse PAVILION		5. WORK STATION/PLACE OF WORK VSU Guesthouse PAVILION	
6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. 6b. PREV. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.		7a. SALARY P.A.: 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Cook		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 []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time: D-U-T-I-E-S			
10%	Assist in planning food menu for clients.		
70%	Prepares ingredients for food menu and assure that it is economical, technically correct and within budget and cost goals.		
40%	Cooks or directly supervises the cooking of food and its skillful presentation.		
10%	Ensures that sanitation, cleanliness and safety are maintained in the kitchen area at all times.		
10%	Do other related job assigned by the supervisor.		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Administrative Officer IV	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Office of the President																		
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) NONE																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Kitchen utensils use in cooking dishes																			
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[X]</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>Other (Specify)</td> <td style="text-align: center;">[/]</td> <td style="text-align: center;">[/]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[X]	[/]	Other Agencies	[/]	[/]	Supervisors	[/]	[/]	Management	[/]	[/]	Other (Specify)	[/]	[/]	19. WORKING CONDITION Normal Working Condition [X] Field Work [/] Field Trips [/] Exposed to Varied Weather [/] Others (Specify) [/]
	Occasional	Frequent																	
General Public	[X]	[/]																	
Other Agencies	[/]	[/]																	
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Other (Specify)	[/]	[/]																	
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p style="text-align: center;">_____ Date</p> </div> <div style="width: 40%; text-align: right;"> <p style="text-align: center;"><i>Bm</i> Signature of Employee</p> </div> </div>																			
21. Describe briefly the general function of the Unit or Section. Food CATERING SERVICE to VSU guest																			
22. Describe briefly the general function of the position. COOK & MENUS FOR the guest																			
23a. 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: Elem. school graduate Experience:																			
23b. Licenses or certificates required to do this work, if any. NONE																			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p style="text-align: center;">_____ Date</p> </div> <div style="width: 40%; text-align: right;"> <p style="text-align: center;"><i>HSC</i> HONEY SOFIA V. COLIS Signature and Title of Immediate Supervisor</p> </div> </div>																			
25. APPROVED: <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p style="text-align: center;">_____ Date</p> </div> <div style="width: 40%; text-align: right;"> <p style="text-align: center;"><i>Jose L. Bacusmo</i> JOSE L. BACUSMO Head of Agency</p> </div> </div>																			