

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE BUSTILLO NOEL CENTINO (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION College of Veterinary Medicine		5. WORK STATION/PLACE OF WORK CVM, VSU, Visca, BaybayCity, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. VISCAM-FAA3-164-2004	
7a. SALARY P.A.: ₱ 124,812.00		7b. OTHER COMPENSATION: ₱ 74,000	
8. OFFICIAL DESIGNATION OF POSITION Administrative Aide 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 [ ]			
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			
40 %	Photocopying and mimeographing, exams, laboratory exercise, lecture, and office forms.		
30%	Prepare and forward/follow-up, RIS, PJR, Voucher, Job request and other office documents.		
15%	Cleaning and Maintain Administrative office and laboratory equipment's, computers.		
5%	Withdraw/Canvass and Emergency purchase of office supplies, laboratory supplies, and materials.		
5%	Prepare and conduct faculty performance evaluation to be rated by the students.		
5%	Do others duties that will be assigned by the CVM faculty, Dept., Heads, and CVM Dean.		
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <div style="text-align: center; font-weight: bold;">Dept. Heads, Instructors</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  <div style="text-align: center; font-weight: bold;">DEAN</div>																		
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.  <div style="text-align: center; font-weight: bold;">Mimeographing and Photocopying Machine, Vehicle, Tools and other Cleaning Materials</div>																			
18. CONTRACT  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="width: 20%; 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	[ ]	[ ]																	
Supervisors	[ ]	[ ]																	
Management	[ ]	[ ]																	
Other (Specify)	[ ]	[ ]																	
20. I CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="font-size: 1.2em; font-weight: bold;">AUG. 13, 2015</p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: right;">             NOEL C. BUSTILLO            Signature of Employee         </div> </div>																			
21. Describe briefly the general function of the Unit or Section.  <div style="text-align: center; font-weight: bold;">For Instructions, research and extension.</div>																			
22. Describe briefly the general function of the position.  <div style="text-align: center; font-weight: bold;">Support working staff for the function of CVM Instructions, research and extension.</div>																			
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: Must able to read and write  Experience: None required																			
23b. Licenses or certificates required to do this work, if any.  <div style="text-align: center; font-weight: bold;">Driver License, TESDA NCII Certificate</div>																			
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="font-size: 1.2em; font-weight: bold;">AUG. 17, 2015</p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: right;">             EUGENE B. LAÑADA            Signature and Title of Immediate Supervisor         </div> </div>																			
25. APPROVED:  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: right;">             JOSE L. BACUSMO            Head of Agency         </div> </div>																			