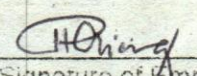
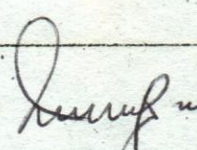


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE CHIONG HERMILA PURAY (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE LSU	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO ACT/ BOARD RES/ ORD NG.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO VISCAB-MDTK2-1-02	7a. SALARY P.A.: P 159,600.00 7b. OTHER COMPENSATION: PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION Medical Technologist 1		9. WORKING PROPOSED TITLE Medical Technologist 11	
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 []		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			
65%	1. Performs clinical laboratory examination per physician's request.		
20%	2. Prepares, records and releases clinical laboratory result.		
5%	3. Prepares laboratory report.		
5%	4. Monitors and prepares list of laboratory supplies needed.		
5%	5. Maintains the cleanliness and orderliness of the laboratory room and equipment.		
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR HUMAN RESOURCE MANAGEMENT OFFICER IV Medical Officer V	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR VP for Administration & 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. Microscope, centrifuge, differential count, pipette shaker, etc.																			
18. CONTACT <table style="width: 100%; border: none;"> <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. March 1, 2003 Date  Signature of Employee																			
21. Describe briefly the general function of the Unit or Section To provide health care to the VISCA populace including the people in the neighboring barangays.																			
22. Describe briefly the general function of the position. To render optimum laboratory services to the VISCA populace.																			
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: Bachelor's degree in Medical Technology Experience: 1 year of relevant training experience; 4 hours 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. March 4, 2003 Date  ISABEL P. BERTULFO, M.D. Signature and Title of Immediate Supervisor																			
25. APPROVED Date  PACIENCIA P. MILAN Head of Agency																			