
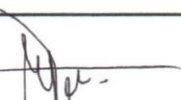
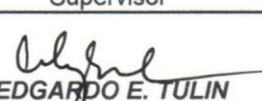


REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE		
BC-CSC Form No. 1 (Position Description Form)		CRUZ      ANTONETTE      SEVILLA (Family Name)      (Given Name)      (Middle Name)		
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY		
4. DEPT./BRANCH/DIVISION COE/ DEPARTMENT OF MECHANICAL ENGINEERING		5. WORK STATION/PLACE OF WORK VISAYAS STATE UNIVERSITY		
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.		6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO.		
8. OFFICIAL DESIGNATION OF POSITION ADM. AIDE III		7a. SALARY P.A.: 7b. OTHER COMPENSATION: PERA/ACA		
10. WAPCO CLASSIFICATION OF THIS POSITION		9. WORKING PROPOSED TITLE ADM. AIDE III		
		11. OCCUPATION GROUP TITLE (leave blank)		
12. FOR LOCAL GOVERNMENT POSITION,CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS				
MUNICIPALITY [ ]      CITY [ ]      PROVINCE [ ]				
1st      2nd      4th      5th      6th [ x ]      [ ]      [ ]      [ ]      [ ]				
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.				
Percent of : Working Time :      DUTIES				
: 60% 1. Encoding instructional materials, reproduces test questions, handouts and suyllabus. 15% 2. Prepares/types communications and files records of the department. 15% 3. Prepares/processs Purchase Requests, travel vouchers, RIVs, etc. 10% 4. Peforms other duties assigned by the supervisors. : 100%				
:				

14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <div style="text-align: center;"><i>Department Head</i></div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  <div style="text-align: center;"><i>College Dean</i></div>																		
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than ( 7 ) list only by their item nos. and titles)  <div style="text-align: center;">None</div>																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="text-align: center;"><i>Computer, Printer, Photocopier, Calculator etc.</i></div>																			
18. CONTACT  <table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: center;">Occasional</td> <td style="text-align: center;">Frequent</td> </tr> <tr> <td>General Public</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		Occasional	Frequent	General Public	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input type="checkbox"/>		Supervisors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Management	<input type="checkbox"/>		Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	19. WORKING CONDITION Normal Working Condition <input checked="" type="checkbox"/> Field work <input type="checkbox"/> Field Trips <input type="checkbox"/> Exposed to Varied Weather Other's (Specify) <input type="checkbox"/>
	Occasional	Frequent																	
General Public	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																	
Other Agencies	<input type="checkbox"/>																		
Supervisors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																	
Management	<input type="checkbox"/>																		
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>																	
20. I CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">           9/2/2016 Date         </div> <div style="text-align: center;">   <b>ANTONETTE S. CRUZ</b>            Signature of Employee         </div> </div>																			
21. Describe briefly the general function of the Unit or Section. <div style="text-align: center;"><i>Instruction, research and extension</i></div>																			
22. Describe briefly the general function of the position.  <div style="text-align: center;"><i>Clerical services</i></div>																			
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:            Completion of two years studies in college.  Experience:																			
23b. Licenses or certificates required to do this work, if any. <div style="text-align: center;">Civil Service Eligibility (Sub-Prof)</div>																			
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">           _____ Date         </div> <div style="text-align: center;">   <b>CELSO GUMAOD</b>            Signature and Title of Immediate Supervisor         </div> </div>																			
25. APPROVED  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">           _____ Date         </div> <div style="text-align: center;">   <b>EDGARDO E. TULIN</b>            Head of Agency         </div> </div>																			