		4 POSITION TITLE OF IMMEDIATE SUPERVISOR
REPUBLIC OF THE PHILIPPINES  YOU STATE OF THE PHILIPPINES  BC-CSC Form No. 1  (Position Description Form)		1. NAME OF EMPLOYEE  ALKUINO NOEL MASCARIÑAS  (Family Name) (Given Name) (Middle Name)
LOCAL GOVERNM		day by their item nos, and (itles)
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK
	UTE OFTROPICAL ECOLOGY TO ANAMA	TVISA & AST VISCA, BAYBAY, LEYTE
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO.	7a. SALARY P.A.:  7b. OTHER COMPENSATION: PERA/ACA
8. OFFICIAL DESIGN	IATION OF POSITION	9. WORKING PROPOSED TITLE  ADMINISTRATIVE AIDE III
	FICATION OF THIS POSITION	11. OCCUPATION GROUP TITLE (leave blank)
MUNICIPALIT		
9	1st 2nd 3rd [ ] [ ✓ ] noite[ ] ]	4th 5th 6th  Describe b[a] the gene[a] function[b] the Unit
13. STATEMENT OF attach additional	DUTIES AND RESPONSIBILITIES. If more space	e is needed, please and italians be no itemimetable
Percent of :	aneeta.	ilana amila muthair is cana ad wiiniid ad ii) an i
Working Time :	ds) to Ball Tudge and the University.	To responsibly serve as Administrative Aide III (Clei
10%	Prepares plantilla, job contracts and other document	s needed for appointment of ITE staff and value as so needed for appointment of ITE staff and value as we are a needed to a second to the staff and value as the second to the staff and value as the second to the second to the staff and value as the second to the secon
30%	Prepares vouchers and other supporting papers for and materials needed by the Institute and projects.	travels, request and payments for supplies
30%	Do typing works in response to the need of the insti- instruction.	tute's activities in research, extension and
15%	Files official documents of the Institute and projects.	FREBY CERTIFY that the above answers at
15%	Monitors and prepares monthly financial reports of	f the Institute.
100%	TOTAL Tone and TATOT	Date
	VIII .	ARPROVED
TWA	PACIENCIA P. AND	Date
	medy in geat.	

14.	POSITION TITLE OF IMMEDIATE SUPERVISOR	15. POSITION TITLE OF NEXT HIGHER
	NAME OF EMPLOYER	SHIP SUPERVISOR OLUBURAR
	DIRECTOR, INSTITUTE OF TROPICAL ECOLOGY	PRESIDENT, LEYTE STATE UNIVERSITY
10	NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECT	TI V SI IPERVISE (if more than ( 7 ) list
1	only by their item nos. and titles)	LOCAL GOVERNMENT
17.	MACHINES, EQUIPMENT, TOOLS, etc. used regularly in	
	DESKTOP COMPUTER & PRINTER, MANUAL	A DEPT/BRANCH/DIVISION
18.	CONTACT TALARY P.A. TOATHOO	OHUGA 19. WORKING CONDITION OHIGH
	Occasional Frequent	Normal Working Condition
1	General Public ADM ASM [A] MOO SHAT[D] ATM	NEBR (RAC Field work 19 19 GRADS
1	Other Agencies [/]	Field Trips [] OM 1080
	Supervisors [ ]	Exposed to Varied Weather
	Management [ ] [ ] Others (Specify) [ ]	Other's (Specify)
	eners (epecin) por discount di	U. VYAPUO ULASSIPIDA NON OF THIS POSITION
20.	i CERTIFY that the above answers are accurate and compl	ete.
	RIMENTAL UNIT AND UNITS CLASS	TALLER LOCAL GCVERN MEN, NO CON CHECK COVER
	Date	Signature of Employee
-	Date	Signature of Employee
21.		ugh effective and highly developed resources and the generation,
21.	Attainment of the well-being of the people in the Visayas thro dissemination and application of relevant knowledge and tech Describe briefly the general function of the position.	nnology in tropical ecology.
22.	Attainment of the well-being of the people in the Visayas thro dissemination and application of relevant knowledge and tech Describe briefly the general function of the position.  To responsibly serve as Administrative Aide III (Clerk) to the Institute Aide II (Clerk) to the Instit	stitute and the University.
22.	Attainment of the well-being of the people in the Visayas thro dissemination and application of relevant knowledge and tech Describe briefly the general function of the position.	stitute and the University.  ducation considered in filling up a r than the qualifications of the present
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22. 23.a	Attainment of the well-being of the people in the Visayas thro dissemination and application of relevant knowledge and tech Describe briefly the general function of the position.  To responsibly serve as Administrative Aide III (Clerk) to the Institute Indicate the required qualifications by years and kind of expanding the position. (Keep the position in mind rather incumbent. This item should be filled for all positions other Education:	ducation considered in filling up a rethan the qualifications of the present or than teaching).
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