

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE ALKUINO NOEL MASCARIÑAS <small>(Family Name) (Given Name) (Middle Name)</small>													
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE 													
4. DEPT./BRANCH/DIVISION INSTITUTE OF TROPICAL ECOLOGY		5. WORK STATION/PLACE OF WORK 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 DESIGNATION OF POSITION ADMINISTRATIVE AIDE III		9. WORKING PROPOSED TITLE ADMINISTRATIVE AIDE III													
10. WAPCO CLASSIFICATION OF THIS POSITION 		11. OCCUPATION GROUP TITLE <small>(leave blank)</small>													
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY <input checked="" type="checkbox"/> CITY <input type="checkbox"/> PROVINCE <input type="checkbox"/> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> 1st [] 2nd <input checked="" type="checkbox"/> 3rd [] 4th [] 5th [] 6th [] </div>															
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.															
Percent of Working Time : DUTIES															
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: right;">10%</td> <td>Prepares plantilla, job contracts and other documents needed for appointment of ITE staff and affiliates.</td> </tr> <tr> <td style="text-align: right;">30%</td> <td>Prepares vouchers and other supporting papers for travels, request and payments for supplies and materials needed by the Institute and projects.</td> </tr> <tr> <td style="text-align: right;">30%</td> <td>Do typing works in response to the need of the institute's activities in research, extension and instruction.</td> </tr> <tr> <td style="text-align: right;">15%</td> <td>Files official documents of the Institute and projects.</td> </tr> <tr> <td style="text-align: right;">15%</td> <td>Monitors and prepares monthly financial reports of the Institute.</td> </tr> <tr> <td style="text-align: right;">100%</td> <td>TOTAL</td> </tr> </table>				10%	Prepares plantilla, job contracts and other documents needed for appointment of ITE staff and affiliates.	30%	Prepares vouchers and other supporting papers for travels, request and payments for supplies and materials needed by the Institute and projects.	30%	Do typing works in response to the need of the institute's activities in research, extension and instruction.	15%	Files official documents of the Institute and projects.	15%	Monitors and prepares monthly financial reports of the Institute.	100%	TOTAL
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14. POSITION TITLE OF IMMEDIATE SUPERVISOR DIRECTOR, INSTITUTE OF TROPICAL ECOLOGY	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR PRESIDENT, LEYTE STATE UNIVERSITY																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) <p style="text-align: center;">N/A</p>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. DESKTOP COMPUTER & PRINTER, MANUAL TYPEWRITER, FAX MACHINE, TELEPHONE																													
18. CONTACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 30%; text-align: center;">Occasional</th> <th style="width: 30%; text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input 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 style="text-align: center;"><input checked="" type="checkbox"/></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> </tbody> </table>		Occasional	Frequent	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Field work</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>	Normal Working Condition	<input checked="" type="checkbox"/>	Field work	<input type="checkbox"/>	Field Trips	<input type="checkbox"/>	Exposed to Varied Weather	<input type="checkbox"/>	Other's (Specify)	<input type="checkbox"/>
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21. Describe briefly the general function of the Unit or Section. Attainment of the well-being of the people in the Visayas through effective and highly developed resources and the generation, dissemination and application of relevant knowledge and technology in tropical ecology.																													
22. Describe briefly the general function of the position. To responsibly serve as Administrative Aide III (Clerk) to the Institute and the University.																													
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: Experience:																													
23b. Licenses or certificates required to do this work, if any.																													
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>_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="text-align: center;">MARIA JULIET C. CENIZA Director, Institute of Tropical Ecology Signature and Title of Immediate Supervisor</p> </div> </div>																													
25. APPROVED <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="text-align: center;">PACIENCIA P. MILAN Head of Agency</p> </div> </div>																													