

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; margin-top: 5px;"> TUMULAK (Family Name) GERONIMO (Given Name) TIROL (Middle Name) </div>	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY	
4. DEPT./BRANCH/DIVISION GENERAL SERVICE DIVISION		5. WORK STATION/PLACE OF WORK Baybay, Leyte	
<div style="display: flex;"> <div style="flex: 1;"> 6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. </div> <div style="flex: 1;"> 6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. </div> </div>		7a. SALARY P.A.: 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Administrative Aide I		9. WORKING PROPOSED TITLE Administrative Aide I	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-between;"> MUNICIPALITY [] CITY [] PROVINCE [] </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div>			
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			
<div style="margin-top: 10px;"> 70% 1. conducts garbage personnel in collection and disposal of wasters around the campus 10% 2. Assist the garbage personnel in the waste collection and disposal 10% 3. Helps in landscaping activities of the university. 5% 4. Helps in the maintenance of landscape nursery. 5% 5. Performs other tasks that may be assigned by the superior and officials. </div>			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Head Landscape & Solid Waste Management Unit

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director General Services Division

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.
Tie wrench, jack, pliers, screw driver, etc.

18. CONTRACT

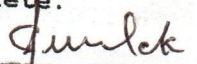
	Occasional	Frequent
General Public	[X]	[]
Other Agencies	[]	[]
Supervisors	[]	[]
Management	[]	[]
Other (Specify)	[]	[]

19. WORKING CONDITION

Normal Working Condition	[X]
Field Work	[]
Field Trips	[]
Exposed to Varied Weather	[]
Others (Specify)	[]

20. I CERTIFY that the above answers are accurate and complete.

Date


GERONIMO TIROL TUMALAK
Signature of Employee

21. Describe briefly the general function of the Unit or Section.
1. Maintains the cleanliness and beautification of the campus grounds and surroundings
2. Manages the collection and disposal of solid waste. attends to the request of their departments and units of the university and even off campuses.

22. Describe briefly the general function of the position.
Manages in the collection and disposal of wastes.

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 be able to read and write.

Experience:

23b. Licenses or certificates required to do this work, if any.

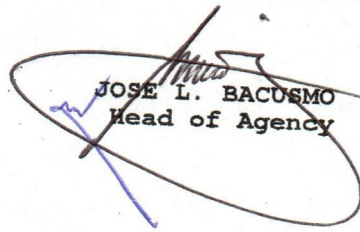
24. I HEREBY CERTIFY that the above answers are accurate and complete.

Date


MARIO E. BALIAD
Signature and Title of Immediate Supervisor

25. APPROVED:

Date


JOSE L. BACUSMO
Head of Agency