

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE Vergis Valerie Yamon (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  VISAYAS STATE UNIVERSITY, Baybay City, Leyte		3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION  Department of Agricultural Engineering (DAE)		5. WORK STATION/PLACE OF WORK  DAE, VSU	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. VISCAD-ADAB-6-2016	7a. SALARY P.A.: ₱120,596.40  7b. OTHER COMPENSATION: ₱24,000.00	
8. OFFICIAL DESIGNATION OF POSITION  Administrative Aide III		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CLER GOVERNMENT UNIT AND UNIT'S CLASS MUNICIPALITY [ ] CITY [x] PROVINCE [ ] 1st [ ] 2nd [ ] 3rd [ ] 4th [ ] 5th [ ] 6th [ ]			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time	DUTIES		
80%	1. Types/Reproduces communications, test questions, hand-outs, etc. using computer/mimeo machine		
10%	2. Records/Files DAE documents, communications and other papers in accordance with the acceptable filing procedures.		
5%	3. Prepares payroll, vouchers, appointment, travel, trip tickets and other requests.		
5%	4. Perform other functions assigned by the Department Head.		
100%			



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14. POSITION TITLE OF IMMEDIATE SUPERVISOR Head, Dept of Agricultural Engineering		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Dean, College of Engineering	
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: Computer, printer, xerox machine, scanner, etc.			
18. CONTRACT		19. WORKING CONDITION	
	Occasional	Equipment	
General Public	[ x ]	[ ]	Normal Working Condition [ x ]
Other Agencies	[ ]	[ ]	Field Work [ ]
Supervisors	[ X ]	[ ]	Field Trips [ ]
Management	[ ]	[ ]	Exposed to Varied Weather [ ]
Other (Specify)	[ ]	[ ]	Others (Specify) [ ]
20. I CERTIFY that the above answers are accurate and complete.			
November 14, 2016 Date		VALERIE Y. VERGIS Signature of Employee	
21. Describe briefly the general function of the Unit or Section To assist instruction services.			
22. Describe briefly the general function of the position. Administrative Services			
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: Completion of two year studs in College.			
Experience:			
23b. Licenses or certificates required to do this work, if any. Civil Service Eligibility (Professional)			
24. I HEREBY CERTIFY that the above answers are accurate and complete.			
16 November 2016 Date		ARTHUR II. TAMBONG, FPSAE Signature and Title of Immediate Supervisor	
25. APPROVED:			
Date		EDGARDO E. TULIN, Ph.D. Head of Agency	