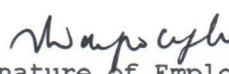
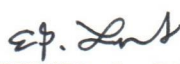
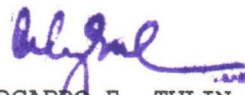


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)	1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between;"> ARPOCEPLE DAHLIA RADO </div> <div style="display: flex; justify-content: space-between; font-size: small;"> (Family Name) (Given Name) (Middle Name) </div>
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte	3. BUREAU OR OFFICE
4. DEPT./BRANCH/DIVISION Department of Civil Engineering	5. WORK STATION/PLACE OF WORK
<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. VLSAD-AD4-145-2004 </div> </div>	7a. SALARY P.A.: ₱ 139,896.00 7b. OTHER COMPENSATION: ₱ 24,000.00
8. OFFICIAL DESIGNATION OF POSITION ADMINISTRATIVE AIDE IV	9. WORKING PROPOSED TITLE
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; font-size: small; 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:	
<div style="text-align: center; font-weight: bold; letter-spacing: 0.5em;">D U T I E S</div> <div style="margin-left: 20px;"> 90% 1. Takes charge of the clerical work in the office. <div style="margin-left: 20px;"> a) Receiving and filing of communications and other DCE related documents. b) Encoding and printing of documents and reports. c) Evaluation facilitator during teaching performance evaluation by students. </div> </div> <div style="margin-left: 20px;"> 5% 3. Participate in the university-wide activities. </div> <div style="margin-left: 20px;"> 5% 4. Perform other functions assigned by the Department Head. </div> <div style="margin-left: 20px;"> 100% </div>	

<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR Dept. Head - Associate Professor IV</p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR College Dean - University Professor</p>																												
<p>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)</p>																													
<p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computer desktop, printer, scanner, photocopier</p>																													
<p>18. CONTRACT</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="text-align: center; border-bottom: 1px solid black;">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;">[]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[<input checked="" type="checkbox"/>]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	<p>19. WORKING CONDITION</p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: right;">[<input checked="" type="checkbox"/>]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: right;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[<input checked="" type="checkbox"/>]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
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Others (Specify)	[]																												
<p>20. I CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <p>Nov. 24, 2016</p> <p>_____</p> <p>Date</p> </div> <div style="text-align: center;">  <p>Signature of Employee</p> </div> </div>																													
<p>21. Describe briefly the general function of the Unit or Section. To conduct instruction, research and extension.</p>																													
<p>22. Describe briefly the general function of the position. To conduct instruction, research and extension.</p>																													
<p>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).</p> <p>Education: Minimum of two years in college.</p> <p>Experience: 1 year clerical experience.</p>																													
<p>23b. Licenses or certificates required to do this work, if any. Civil Service Eligible.</p>																													
<p>24. I HEREBY CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <p>_____</p> <p>Date</p> </div> <div style="text-align: center;">  <p>EPIFANIA G. LORETO</p> <p>Signature and Title of Immediate Supervisor</p> </div> </div>																													
<p>25. APPROVED:</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <p>_____</p> <p>Date</p> </div> <div style="text-align: center;">  <p>EDGARDO E. TULIN</p> <p>Head of Agency</p> </div> </div>																													

Handwritten signature in purple ink.