

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE GRAVADOR MERLE NARTO (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State College of Agriculture		3. BUREAU OR OFFICE HRMDO	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK ViSCA, Baybay, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: ₱200.00/day 7b. OTHER COMPENSATION: ACA & PERA	
8. OFFICIAL DESIGNATION OF POSITION Utility Worker I		9. WORKING PROPOSED TITLE Utility Worker 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 MUNICIPALITY [] CITY [] 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			
15% : Reproduces office forms.			
25% : Receives all incoming documents and releases all outgoing documents/communications.			
25% : Return all leave applications to their respective departments for attachments in their CSRs and DTRs.			
25% : Maintains a systematic filing and indexing of office files and binding of voluminous records.			
10% : Performs other functions that may be assigned from time to time.			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Vice President for Adm.	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. ballpen, logbook, ruler, typewriter, etc.		
18. CONTRACT			
19. WORKING CONDITION <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"> General Public Other Agencies Supervisors Management Other (Specify) </td> <td style="width: 50%; text-align: center;"> Normal Working Condition Field Work Field Trips Exposed to Varied Weather Others (Specify) </td> </tr> </table>		General Public Other Agencies Supervisors Management Other (Specify)	Normal Working Condition Field Work Field Trips Exposed to Varied Weather Others (Specify)
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20. I CERTIFY that the above answers are accurate and complete. Date _____ Signature of Employee _____ MERLE N. GRAYDON			
21. Describe briefly the general function of the Unit or Section. To advise and assist management on administrative matters affecting personnel actions and policies.			
22. Describe briefly the general function of the position. Incharge of receiving, releasing and filing of official documents.			
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: _____ Experience: _____ Must be able to read and write _____ _____			
23b. Licenses or certificates required to do this work, if any.			
24. I HEREBY CERTIFY that the above answers are accurate and complete. Date _____ Signature and Title of Immediate Supervisor _____ LOURDES B. CANO			
25. APPROVED: Date _____ Signature _____ SAMUEL S. GO Head of Agency			