

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <b>RABANOS, CHARLITO VILLAMOR</b> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT <b>Visayas State University</b>		3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK <b>VSU Manila Office</b>	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. <b>ADA-4-121-2004</b>	7a. SALARY P.A.: <b>P 94,692.00</b>  7b. OTHER COMPENSATION:	
8. OFFICIAL DESIGNATION OF POSITION <b>Adm. Aide IV (Driver II)</b>		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 MUNICIPALITY ( ) CITY ( ) PROVINCE ( )			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time:	DUTIES		
60%	Act as official driver		
25%	Takes care of maintenance of official car and building		
10%	Assists in the office when not on travel		
5%	Do other tasks as maybe assigned by the supervisor		
100%			

<b>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  Supervising Administrative Officer	<b>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  President																		
<b>16. NAME, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)</b>																			
<b>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</b>  vehicle, tools, etc.																			
<b>18. CONTACT</b>  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 10%; text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="width: 10%; text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">( )</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	( )	( )	Other Agencies	( )	( )	Supervisors	( )	( )	Management	( )	( )	Other (Specify)	( )	( )	<b>19. WORKING CONDITION</b>  Normal Working Condition ( <input checked="" type="checkbox"/> ) Field Work ( ) Field Trips ( ) Exposed to Varied Weather ( ) Others (Specify) ( )
	Occasional	Frequent																	
General Public	( )	( )																	
Other Agencies	( )	( )																	
Supervisors	( )	( )																	
Management	( )	( )																	
Other (Specify)	( )	( )																	
<b>20. I CERTIFY that the above answers are accurate and accurate and complete.</b>  <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <u>7/10/09</u>              Date           </div> <div style="text-align: center;">   <b>CHARLITO V. RABANOS</b>              Signature of Employee           </div> </div>																			
<b>21. Describe briefly the general function of the Unit or Section.</b>  																			
<b>22. Describe briefly the general function of the position.</b>  Drives vehicle.																			
<b>23a. Indicate the required qualifications by years and kind of education considered in filling up a vacancy for for this position. (Keep the position in mind rather than the qualifications of the present incumbent. This item should should be filled for all positions other than teaching).</b>  <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 20px;">ESG</div> <div>             Education: <u>Elementary school graduate.</u>               Experience:           </div> </div>																			
<b>23b. Licenses or certificates required to do this work, if any.</b>  																			
<b>24. I HEREBY CERTIFY that the above answers are accurate and complete.</b>  <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">             _____              Date           </div> <div style="text-align: center;">   <b>DELIA L. SILAO</b>              Supervising Administrative Officer              Signature and Title of Immediate Supervisor           </div> </div>																			
<b>25. APPROVED:</b>  <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">             _____              Date           </div> <div style="text-align: center;">   <b>JOSE L. BACUSMO</b>              President              Head of Agency           </div> </div>																			