

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE REMUAS      BRYAN      PEREZ (Family Name)      (Given Name)      (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE Supply Procurement & Property Management Office	
4. DEPT./BRANCH/DIVISION Procurement Office		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO.      6b. PREV. APPRO. ACT/      ACT/ BOARD RES/      BOARD RES/ ORD. NO.      ORD. NO. ITEM NO.      ITEM NO. VISCAD-AD47-171-2004		7a. SALARY P.A.: P 124,812. 7b. OTHER COMPENSATION: P 24,000	
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, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [ ]      CITY <input checked="" type="checkbox"/> 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: 8 hrs      D U T I E S			
20% - Serve & retrieve Request for Quotations (RFQ's) 15% - serve & retrieve Purchase Orders (P.O.) 20% - Pick-up /haul Supplies, Materials, & Equipments (SME) 20% - Deliver SME's to end-users 15% - Preparation of Inspection and Acceptance Report 10% - Monitoring of RFQ's & P.O.'s 100%			

APR 17 11

<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</p> <p style="font-size: 1.2em; margin-top: 10px;">Administrative Officer II</p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</p> <p style="font-size: 1.2em; margin-top: 10px;">VP for Admin &amp; Finance</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.</p> <p style="font-size: 1.2em; margin-top: 10px;">Vehicles, Computers, motorcycles, staplers, ballpens, markers</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;">[ ]</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)	[ ]	[ ]	<p>19. WORKING CONDITION</p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>	Normal Working Condition	[ ]	Field Work	[ ]	Field Trips	[ ]	Exposed to Varied Weather	[ ]	Others (Specify)	[ ]
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<p>20. I CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 40%; text-align: center;"> <p style="font-size: 1.5em; margin: 0;">h. p.</p> <p>Signature of Employee</p> </div> </div>																													
<p>21. Describe briefly the general function of the Unit or Section.</p> <p style="font-size: 1.2em; margin-top: 10px;">- To procure supplies, materials and equipments needed by the university</p>																													
<p>22. Describe briefly the general function of the position.</p> <p style="font-size: 1.2em; margin-top: 10px;">- To pick-up/haul and deliver supplies, materials and equipments from suppliers to end-users</p> <p style="font-size: 1.2em; margin-top: 5px;">- To serve &amp; retrieve Request for quotations &amp; Purchase orders.</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 style="margin-top: 10px;">Education: Elementary School Graduate</p> <p style="margin-top: 10px;">Experience:</p>																													
<p>23b. Licenses or certificates required to do this work, if any.</p> <p style="font-size: 1.2em; margin-top: 10px;">Driver's license</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: 20px;"> <div style="width: 40%;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 40%; text-align: center;"> <p style="font-size: 1.5em; margin: 0;">Quib</p> <p style="margin: 0;">ALICIA M. FLORES</p> <p style="margin: 0;">ADMIN. OFFICER II</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: 20px;"> <div style="width: 40%;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 40%; text-align: center;"> <p style="font-size: 1.5em; margin: 0;">Edgardo E. Tulin</p> <p style="margin: 0;">EDGARDO E. TULIN</p> <p style="margin: 0;"># Head of Agency</p> </div> </div>																													