
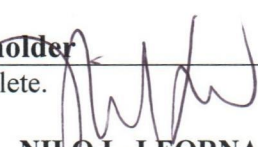
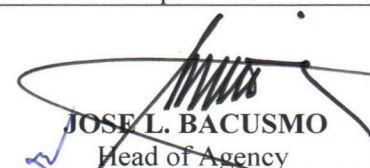


REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC Form No. 1 (Position Description Form)		BONIFE ALAIN ARRADAZA	
		(Family Name) Given Name (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE Visayas State University	
4. DEPT./BRANCH/DIVISION College of Engineering		5. WORK STATION/PLACE OF WORK Visayas State University	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. <i>VISCAP ADAG-78-2004</i>	7a. SALARY P.A.: <i>₱ 155,052.00</i> 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION ADMIN. AIDE VI		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 UNITS CLASS MUNICIPALITY [] CITY [] PROVINCE [] 1 st 2 nd 3 rd 4 th 5 th 6 th [] [] [] [] [] []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. (f more space is needed, please attached additional sheets.)			
Percent Working Time		DUTIES	
35%	1. Conduct actual trainings on Technical Vocational Education and Training (TVET) in Electrical Installation and Maintenance NC II		
25%	2. Keeps custody of EIM-related facilities and implement regular cleaning and maintenance program		
20%	3. Assist the TVET Program Coordinator in making TVET reports related to EIM trainings		
15%	4. Assist in the conduct of laboratory classes related to electrical installation and maintenance		
5%	5. Performs other duties as maybe assigned by his immediate supervisor		

14. POSITION/TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">ENGINEER II</p>	15. POSITION/TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">College Dean</p>																		
16. NAME, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) <p style="text-align: center;">None</p>																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computer set, whiteboard/chalkboard, ballpen, pencil, electrical tools and equipment and other gadgets																			
18. CONTACT <table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">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;"><input type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Occasional	Frequent	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	19. WORKING CONDITION Normal Working Condition <input checked="" type="checkbox"/> Field work <input type="checkbox"/> Field trips <input type="checkbox"/> Exposed to Varied Weather <input type="checkbox"/> Others (Specify) <input type="checkbox"/>
	Occasional	Frequent																	
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Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>																	
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>																	
20. I CERTIFY that the above answers are accurate and complete <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 50%; text-align: right;">  ALAIN A. BONIFE Signature of Employee </div> </div>																			
21. Describe briefly the general functions of the Unit or Section. <p style="text-align: center;">To conduct research, instruction and extension</p>																			
22. Describe briefly the general function of the position. <p style="text-align: center;">To conduct research, instruction and extension</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.) Education: <i>Completion of 2 years studies in College</i> Experience: NONE																			
23b. Licenses or certificates required to do this work, if any. <p style="text-align: center;">TESDA EIM NC II and NTTC Level 1 holder</p>																			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p style="text-align: center;"><i>07-10-2014</i></p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 50%; text-align: right;">  NILO L. LEORNA Signature and Title of Immediate Supervisor </div> </div>																			
25. APPROVED <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 50%; text-align: right;">  JOSE L. BACUSMO Head of Agency </div> </div>																			