	REPUBLIC	OF THE PHILIPPI	VES	1. NAME OF EMPLOYEE		
BC-CSC Form No. 1				ORQUILLA MARILYN ABOGADO		
(Position Description Form)				(Family Name) (Given Name) (Middle Name)		
The second secon		RATION OR AGENCY/		3. BUREAU OR OFFICE TO LEGITION		
LOCAL G	OVERNMENT LEYTE	E STATE UNIVERSITY	VARSUR YUTOBRIL	INFIRMARY		
4. DEPT./BF	RANCH/DIVISION	N	Licable	O. WORK STATION FLACE OF WORK		
		A low for	stady in persupparation	INFIRMARY		
6a. PRES. A	APPRO.	6b. PREV.		7a. SALARY P.A.: 793552.00		
BOARD ORD. N		BOARD	The second secon	7b. OTHER COMPENSATION: PERA/ACA		
8. OFFICIA	L DESIGNATION	N OF POSITION		9. WORKING PROPOSED TITLE Administrative Aide VI		
10. WAPCO CLASSIFICATION OF THIS POSITION				11. OCCUPATION GROUP TITLE (leave blank)		
	CAL GOVERNM NICIPALITY [ ]		GOVERNMENTAL CITY [	UNIT AND UNIT'S CLASS PROVINCE [ ]		
	State	1st 2nd	3rd [ ]	4th 5th 6th		
	MENT OF DUTI	ES AND RESPONSIBIL	ITIES. If more space	is needed, please		
Percent of	additional sheet		Alless UEd edi a	Po deliver quiler of the less to		
Working Tin	ne:		DUTIES	The reighboring barenesys.		
35% 1		type communications, medical certifications and other perminent documents.				
20% 2.	To prepare	prepare and to type PRs, RIS, application for leave, travel orders, etc.				
20% 3.	To sort an	sort and to type official receipts issued to clientele.				
10% 4.	To type we health	o type weekly communicable diseases report, monthly medical-dental stat. health report, annual development plan & annual hospital health report.				
10 5.	To sert, f	o sort, file and tetrieve all communications, memos and other official documents.				
5% 6.			olies & material	s as needed by the health services.		
100%				Money is an orbinium antiquities to an one of		
				- Particle in . Temper 200		
			ofaction this electrons	See Bit Conditional State of the Section of the Sec		
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Education: 2 years in college	ny.
Education: 2 years in college Experience: 1 year experience  23b. Licenses or certificates required to do this work, if an CSC Sub-prof. eligibility  24. I HEREBY CERTIFY that the above answers are accompany to the college of the c	ny.  Surrate and complete.  ISABEL P. BERTULFO, M.D.  Signature and Title of Immediate
Education: 2 years in college Experience: 1 year experience  23b. Licenses or certificates required to do this work, if an CSC Sub-prof. eligibility  24. I HEREBY CERTIFY that the above answers are accompany to the college of the c	ny.  Curate and complete.  ISABEL P. BERTULFO, M.D.
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Education: 2 years in college Experience: 1 year experience  23b. Licenses or certificates required to do this work, if an CSC Sub-prof. eligibility	decuments.  5. 6. To appliet in monitoring sumplies & materi
Education: 2 years in college Experience: 1 year experience  23b. Licenses or certificates required to do this work, if an	decements. 54 6. To ageist in monitoring sumplies & materi
Education: 2 years in college Experience: 1 year experience	decements. 54 6. To ageist in monitoring sumplies & materi
Education: 2 years in college  Experience: 1 year experience	deciments.
Education: 2 years in college	10 5. To sort, file and retrieve all communical
.trough headital health report.	
	health report, annual development plan
incumbent. This item should be filled for all positions	s other than teaching). So in a present
23.a Indicate the required qualifications by years and kind vacancy for this position. (Keep the position in mind	of education considered in filling up a
	205 2. To prepare and to type ris, his, applicat
The state of the s	
To type official communications, mo	edical certifications and other pertinent
22. Describe briefly the general function of the position.	
the neighboring barangays.	Similar representation of the manufacture of the ma
21. Describe briefly the general function of the Unit or Sec	ction. the LSU populace and the people living in
900 S. Needed, Dieass	E STATEMENT OF THE STATE RESPONSED IN STATE STATES
Oct. 18, 2004	Signature of Employee
all are	
20. I CERTIFY that the above answers are accurate and c	complete.
Others (Specify) []	A FOR DOAL COVERNMENT POSICION GRECK GOVERNMENT
Management []	Other's (Specify)
Supervisors [ ]	Exposed to Varied Weather
Other Agencies [X]	Field Trips
General Public [ ] [X]	Field work [1]
18. CONTACT	19. WORKING CONDITION  Normal Working Condition
typewriter, calculator, computer, etc	1-04
17. MACHINES, EQUIPMENT, TOOLS, etc. used regular	riy in performance of work.
	SECROPAGNAMINA SECTION OF THE SECTIO
only by their item nos. and titles) not applic	1.10
16 NAMES TITLES AND ITEM NOS OF THOSE YOU DIE	RECTLY SUPERVISE (if more than (7) list
YEARETENI	WORD TO WE THOUGHT TO AND TO AND TO AND THE AN
New Teamping 7	VP for Administration & Finance
Medical Officer V	
New Years William	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR