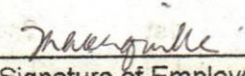
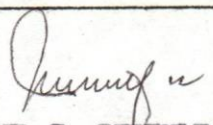
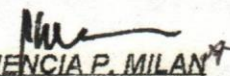


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE ORQUILLA MARILYN ABOGADO (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE INFIRMARY	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK INFIRMARY	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.		6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. VISCAB-ADA6-93-04	
7a. SALARY P.A.: ₱93552.00		7b. OTHER COMPENSATION: PERA/ACA ₱12,000.00	
8. OFFICIAL DESIGNATION OF POSITION Clerk III		9. WORKING PROPOSED TITLE Administrative Aide VI	
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 attach additional sheets.			
Percent of Working Time : DUTIES			
35% 1. To type communications, medical certifications and other pertinent documents.			
20% 2. To prepare and to type PRs, RIS, application for leave, travel orders, etc.			
20% 3. To sort and to type official receipts issued to clientele.			
10% 4. To type weekly communicable diseases report, monthly medical-dental stat. health report, annual development plan & annual hospital health report.			
10 5. To sort, file and retrieve all communications, memos and other official documents.			
5% 6. To assist in monitoring supplies & materials as needed by the health services.			
100%			



14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <p style="text-align: center;">Medical Officer V</p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  <p style="text-align: center;">VP for Administration &amp; Finance</p>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) <span style="float: right;">not applicable</span>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  <p style="text-align: center;">typewriter, calculator, computer, etc.</p>																													
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;">[ ]</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[ ]	[X]	Other Agencies	[X]	[ ]	Supervisors	[ ]	[X]	Management	[ ]	[X]	Others (Specify)	[ ]	[ ]	19. WORKING CONDITION  <table style="width: 100%; border: none;"> <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>Other's (Specify)</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>	Normal Working Condition	[ ]	Field work	[ ]	Field Trips	[ ]	Exposed to Varied Weather	[ ]	Other's (Specify)	[ ]
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20. I CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>Oct. 18, 2004</u> Date         </div> <div style="text-align: center;">  Signature of Employee         </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <p style="text-align: center;">To deliver quality health care to the LSU populace and the people living in the neighboring barangays.</p>																													
22. Describe briefly the general function of the position. <p style="text-align: center;">To type official communications, medical certifications and other pertinent documents.</p>																													
23.a. 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).  <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;">           Education: 2 years in college            Experience: 1 year experience         </div> </div>																													
23b. Licenses or certificates required to do this work, if any.  <p style="text-align: center;">CSC Sub-prof. eligibility</p>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>Oct. 18, 2004</u> Date         </div> <div style="text-align: center;">  ISABEL P. BERTULFO, M.D. Signature and Title of Immediate Supervisor         </div> </div>																													
25. APPROVED  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>                    </u> Date         </div> <div style="text-align: center;">  PACENCIA P. MILAN Head of Agency         </div> </div>																													