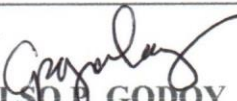
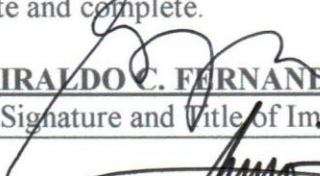
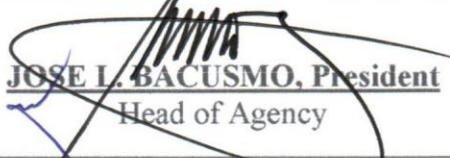


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE GODOY CELSO POLIQUIT (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT DLABS Visayas State University		3. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		6b. PREV. APPROP ACT BOARD RES/ ORD. NO. ITEM NO. VISCAD-ADA1-187-2004	
		7a. SALARY P.A.: ₱108,000.00	
		7b. OTHER COMPENSATION: ₱24,000.00	
8. OFFICIAL DESIGNATION OF POSITION UTILITY WORKER I		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 [X] PROVINCE [] 1 st 2 nd 3 rd 4 th 5 th 6 th [] [] [] [] [] []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time		D U T I E S	
35%		<ul style="list-style-type: none">- Opens all classrooms doors and windows of the department.- Sweeps, mops, arranges, cleans the floors, chairs, windows & chalkboards of rooms 5, 4, 3, 2, auditorium and speech laboratory.- Cleans the female students and faculty comfort rooms.- Cleans the faculty rooms (Rms, 105, 106, 107, 108, 109, 110, 111), and administrative office.- Cleans the department hallways, waters and tends ornamental plants of the surroundings.	
30%		<ul style="list-style-type: none">- Processes and follow-up official documents of the department.	
15%		<ul style="list-style-type: none">- Cleans and maintains the department copy printer.	
20%		<ul style="list-style-type: none">- Operates the copy printer machine.- Collates/sorts handouts, instructional materials and examination papers.	
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR DEPARTMENT HEAD		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR DEAN	
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Broom (hard and soft), copy printer machine, grass cutter, etc.			
18. CONTRACT		19. WORKING CONDITION	
	Occasional	Frequent	
General Public	[]	[]	Normal Working Condition [X]
Other Agencies	[]	[]	Field Work []
Supervisors	[]	[]	Field Trips []
Management	[]	[]	Exposed to Varied Whether []
Other (Specify)	[]	[]	Others (Specify) []
20. I CERTIFY that the above answers are accurate and complete.			
_____		 <u>CELSD B. GODOY</u> Signature of Employee	
Date			
21. Describe briefly the general function of the Unit or Section. <i>As a service department providing quality instruction, to improve productivity, profitability, equity & well-being of the University as a whole.</i>			
22. Describe briefly the general function of the position. <i>To perform messengerial and janitorial works.</i>			
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. These items should be filled for all positions other than teaching).			
Education: <u>Elementary school graduate.</u>			
Experience:			
23b. Licenses or certificates required to do this work, if any.			
24. I HEREBY CERTIFY that the above answers are accurate and complete.			
_____		 <u>GUIRALDO C. FERNANDEZ, JR., OIC Head</u> Signature and Title of Immediate Supervisor	
Date			
25. APPROVED:			
_____		 <u>JOSE L. BACUSMO, President</u> Head of Agency	
Date			