

REPUBLIC OF THE PHILIPPINES EC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE VASQUEZ WALDO PAZ (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE 	
4. DEPT./BRANCH/DIVISION GENERAL SERVICES DIVISION		5. WORK STATION/PLACE OF WORK 	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Engineer-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 <input type="checkbox"/> CITY <input type="checkbox"/> PROVINCE <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> 5th <input type="checkbox"/> 6th <input type="checkbox"/>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of : Working Time:		D U T I E S	
40% 1. Assumes as Head of the Infrastructure Dev. & Bld. maintenance Unit and provides direction of the unit in preparing its long range and action plans. 20% 2. Directly supervises implementation of approved new Infrastructures and building maintenance projects by Administration. 20% 3. Prepares plans and cost estimates of approved and funded projects in compliance with rules and regulations and as bases in monitoring of accomplishments. 15% 4. Acts as project engineer of project implementation by private contractor and closely monitors implementation to ensure compliance to plans and specifications of the projects. 5% 5. Undertake or perform other related tasks that may be assigned by superior.			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">GSD Director</p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">Office of the Vice Pres for Adm. & Finance</p>
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16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)

1. Jesus Abeneja -Adm. Aide III	4. Leopelde P. Iget - Adm. Aide V
2. Artemio P. Amestene-Construction Foreman	5. Reynalde S. Genzales- Adm. Aide V
3. Carmeline Castanas- Adm. Aide V	

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

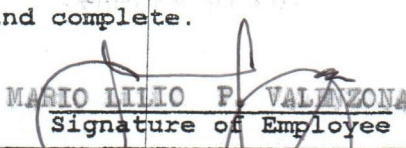
PERSONAL COMPUTERS, TRANSIT, CALCULATORS, DRAWING INSTRUMENT, SCALERS

18. CONTRACT <table style="width: 100%;"> <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;">[X]</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	[X]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[X]</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	[X]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
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20. I CERTIFY that the above answers are accurate and complete.

9/28/2013

Date



MARIO LILIO P. VALENZONA
Signature of Employee

21. Describe briefly the general function of the Unit or Section.

Provides supervision, direction and control of personnel in the implementation of activities related to repair and improvement of physical facilities of the University.

22. Describe briefly the general function of the position.

Assumes as Head of the Infrastructure Dev. and Bld maintenance Unit and provides direction of the Unit in preparing its long range and action plans.

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: Bachelors of Engineering relevant to the job.

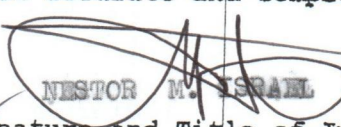
Experience: 2 yrs. of relevant experience; 8 hrs. of relevant training.

23b. Licenses or certificates required to do this work, if any.

RA 1080

24. I HEREBY CERTIFY that the above answers are accurate and complete.

Date



NESTOR M. ISRAEL
Signature and Title of Immediate Supervisor

25. APPROVED:

Date



JOSE L. BACUSMO
Head of Agency