

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE BRAGA , ALFREDO MANTILLA (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 GENERAL SERVICES DIVISION		5. WORK STATION/PLACE OF WORK Baybay City, Leyte	
6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. 6b. PREV. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. VISCAB-ADAS3-32-2004		7a. SALARY P.A.: P 192,612.00 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Administrative Aide 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 [] CITY [] PROVINCE [] 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time: DUTIES			
75% 1. Undertake repair & maintenance activities of in house electrical system. 20% 2. Undertake primary and secondary distribution electrical line, repair and improvement activities. 5% 3. Perform other tasks assigned by immediate supervisor.			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Head, Power Electric, Sound Maintenance Unit

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director

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.

Pliers, Tester, screwdriver, electric cutter, etc.

18. CONTRACT

General Public
Other Agencies
Supervisors
Management
Other (Specify)

Occasional

Frequent

[X]	[]
[]	[]
[]	[]
[]	[]
[]	[]

19. WORKING CONDITION

Normal Working Condition
Field Work
Field Trips
Exposed to Varied Weather
Others (Specify)

[X]
[]
[]
[]
[]

20. I CERTIFY that the above answers are accurate and complete.

FEB 18- 2013
Date

ALFREDO M. BRAGA
Signature of Employee

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

Undertake repair & maintenance activities of in house electrical system.

22. Describe briefly the general function of the position.

Undertake primary and secondary distribution electrical line, repair and improvement activities.

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: Elem. School Graduate

Experience: 1 year of relevant experience; 4 hrs. of relevant training.

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

Relevant MC 11, s. 1996

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

Date

APOLONIO M. ENCIERTO
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

JOSE L. BACUSMO
Head of Agency