

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT
LEYTE STATE UNIVERSITY

4. DEPT./BRANCH/DIVISION
Institute of Human Kinetics

6a. PRES. APPRO.
ACT/
BOARD RES/
ORD. NO.

6b. PREV. APPRO
ACT/
BOARD RES/
ITEM NOVISCAB-ADA1-172-2004

8. OFFICIAL DESIGNATION OF POSITION
Utility Worker I

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

ASILOM EDUARDO B.

(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

LSU

5. WORK STATION/PLACE OF WORK

LSU

7a. SALARY P.A.: ₱ 62,508.00

7b. OTHER COMPENSATION: **PERA/ACA**

9. WORKING PROPOSED TITLE
Administrative Aide I

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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of
Working Time :

DUTIES

- | | |
|--------|--|
| 1. 50% | 1. In-charge of the cleaning of the Institute building and its surroundings. |
| 25% | 2. Assist in putting-up visual aids during laboratory instructions. |
| 15% | 3. Processes & follow-up pertinent papers in the Institute. |
| 5% | 4. Doing messengerial works. |
| 5% | 5. Other tasks that maybe assigned by the immediate superior. |
| 100% | |

110-011201111.A LISIA

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;">Institute Director</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">Vice-Pres. for Administration</div>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) <div style="text-align: center;">none</div>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="text-align: center;">Floor polisher, bolo and athletic equipment</div>																													
18. CONTACT <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;"><input checked="" type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr><tr><td>Other Agencies</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr><tr><td>Supervisors</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input checked="" type="checkbox"/></td></tr><tr><td>Management</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input checked="" type="checkbox"/></td></tr><tr><td>Others (Specify)</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr></tbody></table>		Occasional	Frequent	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	19. WORKING CONDITION <table style="width: 100%;"><tbody><tr><td>Normal Working Condition</td><td style="text-align: center;"><input type="checkbox"/></td></tr><tr><td>Field work</td><td style="text-align: center;"><input type="checkbox"/></td></tr><tr><td>Field Trips</td><td style="text-align: center;"><input type="checkbox"/></td></tr><tr><td>Exposed to Varied Weather</td><td style="text-align: center;"><input type="checkbox"/></td></tr><tr><td>Other's (Specify)</td><td style="text-align: center;"><input type="checkbox"/></td></tr></tbody></table>	Normal Working Condition	<input type="checkbox"/>	Field work	<input type="checkbox"/>	Field Trips	<input type="checkbox"/>	Exposed to Varied Weather	<input type="checkbox"/>	Other's (Specify)	<input type="checkbox"/>
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; align-items: flex-end;"><div style="text-align: center;"><u>12-9-04</u> Date</div><div style="text-align: center;"> Signature of Employee</div></div>																													
21. Describe briefly the general function of the Unit or Section. <div style="text-align: center;">To provide instruction in Service PE and Diploma in Physical Education courses</div>																													
22. Describe briefly the general function of the position. <div style="text-align: center;">Janitorial works</div>																													
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="margin-top: 10px;">Education: Must be able to read and write Experience: none required</div>																													
23b. Licenses or certificates required to do this work, if any.																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; align-items: flex-end;"><div style="text-align: center;"><u>12-9-04</u> Date</div><div style="text-align: center;"> ALELI A. VILLOCINO -CIC Signature and Title of Immediate Supervisor</div></div>																													
25. APPROVED <div style="display: flex; justify-content: space-between; align-items: flex-end;"><div style="text-align: center;"><u> </u> Date</div><div style="text-align: center;"> PACIENCIA P. MILAN Head of Agency</div></div>																													