

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE Villacino Andres Palapar (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE Agronomy	
4. DEPT./BRANCH/DIVISION Dept. of Agronomy and Soil Science		5. WORK STATION/PLACE OF WORK VSO Baybay City Leyte	
6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.		7a. SALARY P.A.: P 124,812.00 7b. OTHER COMPENSATION: P 24,000.00	
6b. PREV. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. ULS46-ADA3-2003-2004			
8. OFFICIAL DESIGNATION OF POSITION INSTRUCTOR DRIVER		9. WORKING PROPOSED TITLE DRIVER	
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 <input checked="" type="checkbox"/> 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: D U T I E S			
60%	Conducts and fetches DASS staff and visitors to different places in Visayas.		
15%	Sees to it that DASS J-8 is available, clean and in good running conditions.		
15%	Repairs minor defective parts of DASS jeep.		
10%	Hauls office, laboratory and field supplies from SPMO.		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">Head of the Department</p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">Vice President for Administration & 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) None																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p style="text-align: center;">Jeep and Tools.</p>																			
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">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;">[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>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	[X]	[]	Supervisors	[]	[X]	Management	[]	[X]	Other (Specify)	[]	[]	19. WORKING CONDITION Normal Working Condition [X] Field Work [X] Field Trips [X] Exposed to Varied Weather [✓] Others (Specify) []
	Occasional	Frequent																	
General Public	[X]	[✓]																	
Other Agencies	[X]	[]																	
Supervisors	[]	[X]																	
Management	[]	[X]																	
Other (Specify)	[]	[]																	
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p style="text-align: center;">_____ Date</p> </div> <div style="width: 50%; text-align: right;"> <p style="text-align: center;"> Signature of Employee </p> </div> </div>																			
21. Describe briefly the general function of the Unit or Section.																			
22. Describe briefly the general function of the position. <p style="text-align: center;">To Conduct and fetch DASS staff and visitors to different places in the Visayas.</p>																			
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: Completion of High School Experience:																			
23b. Licenses or certificates required to do this work, if any. <p style="text-align: center;">Drivers License.</p>																			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p style="text-align: center;">Jan. 06, 2014 _____ Date</p> </div> <div style="width: 50%; text-align: right;"> <p style="text-align: center;"> VICTOR B. ASIO Signature and Title of Immediate Supervisor </p> </div> </div>																			
25. APPROVED: <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p style="text-align: center;">_____ Date</p> </div> <div style="width: 50%; text-align: right;"> <p style="text-align: center;"> JOSE L. BACUSMO Head of Agency </p> </div> </div>																			