

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; margin-top: 10px;"> NAYRE (Family Name) ARTEMIO (Given Name) TANO (Middle Name) </div>											
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE											
4. DEPT./BRANCH/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.: P 124,812.00 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 <div style="display: flex; justify-content: space-between;"> MUNICIPALITY [] CITY [] PROVINCE [] </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div>1st []</div> <div>2nd []</div> <div>3rd []</div> <div>4th []</div> <div>5th []</div> <div>6th []</div> </div>													
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.													
<div style="display: flex; justify-content: space-between;"> <div> Percent of : Working Time: </div> <div style="text-align: center;"> D U T I E S </div> </div> <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 15%; text-align: right;">75 %</td> <td>Operates/drives assigned vehicle moving.</td> </tr> <tr> <td style="text-align: right;">10%</td> <td>Maintains assigned vehicle.</td> </tr> <tr> <td style="text-align: right;">10%</td> <td>Cleans garage and surroundings.</td> </tr> <tr> <td style="text-align: right;">5%</td> <td>Do other tasks assigned by direct supervisor.</td> </tr> <tr> <td style="text-align: right; border-top: 1px solid black;">100%</td> <td></td> </tr> </table>				75 %	Operates/drives assigned vehicle moving.	10%	Maintains assigned vehicle.	10%	Cleans garage and surroundings.	5%	Do other tasks assigned by direct supervisor.	100%	
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14. POSITION TITLE OF IMMEDIATE SUPERVISOR CSO Director		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Office of the Vice Pres. for Res. & Extension																													
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. vehicle jack, screwdriver, tie wrench, etc.																															
18. CONTRACT <table border="0"> <tr> <td></td> <td>Occasional</td> <td>Frequent</td> </tr> <tr> <td>General Public</td> <td>[X]</td> <td>[]</td> </tr> <tr> <td>Other Agencies</td> <td>[]</td> <td>[]</td> </tr> <tr> <td>Supervisors</td> <td>[]</td> <td>[]</td> </tr> <tr> <td>Management</td> <td>[]</td> <td>[]</td> </tr> <tr> <td>Other (Specify)</td> <td>[]</td> <td>[]</td> </tr> </table>			Occasional	Frequent	General Public	[X]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION <table border="0"> <tr> <td>Normal Working Condition</td> <td>[X]</td> </tr> <tr> <td>Field Work</td> <td>[]</td> </tr> <tr> <td>Field Trips</td> <td>[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td>[]</td> </tr> <tr> <td>Others (Specify)</td> <td>[]</td> </tr> </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. <div style="display: flex; justify-content: space-between;"> <div> Date </div> <div> <u>ARTEMIO T. NAYRE</u> Signature of Employee </div> </div>																															
21. Describe briefly the general function of the Unit or Section. Instruction, research & extension services.																															
22. Describe briefly the general function of the position. Operates and drives assigned vehicle.																															
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: High School Graduate Experience:																															
23b. Licenses or certificates required to do this work, if any. Driver's License																															
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div> Date </div> <div> <u>OTHELLO B. CAPUNO, VP</u> Signature and Title of Immediate Supervisor </div> </div>																															
25. APPROVED: <div style="display: flex; justify-content: space-between;"> <div> Date </div> <div> <u>JOSE L. BACUSMO</u> Head of Agency </div> </div>																															