

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <b>ORACION ROBERTO IBANEZ</b> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE <b>VISAYAS STATE UNIVERSITY</b>	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK <b>Baybay City, Leyte</b>	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. <b>KDA-6-112-2004</b>	
7a. SALARY P.A.: <b>PT, 252.00</b>		7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION <b>Administrative Aide III</b>		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION <b>WAPCO 11-11-11</b>		11. OCCUPATION GROUP TITLE (leave blank) <b>8102-21-2</b>	
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: <b>DUTIES</b>			
<b>40%</b> 1. Undertakes repair and maintenance services of electromechanical equipments <b>40%</b> 2. Undertakes rewiring and electric motors rewinding and repair. <b>20%</b> 3. Undertakes vehicle underchassis repair and maintenance.			

<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</p> <p style="text-align: center;"><b>Head. Heavy Equipment &amp; Light Vehicle Maintenance Unit</b></p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</p> <p style="text-align: center;"><b>Director</b></p>																												
<p>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)</p>																													
<p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</p> <p style="text-align: center;"><b>Fliers, Tester, Screw driver, different kinds of wrenches, hammer, etc</b></p>																													
<p>18. CONTRACT</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="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;">[ ]</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)	[ ]	[ ]	<p>19. WORKING CONDITION</p> <table style="width: 100%; border-collapse: collapse;"> <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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<p>20. I CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <p><u>2 - 15 - 2013</u></p> <p>Date</p> </div> <div style="text-align: center;"> <p><b>ROBERTO I. ORACION</b></p> <p>Signature of Employee</p> </div> </div>																													
<p>21. Describe briefly the general function of the Unit or Section.</p> <p style="text-align: center;"><b>Provides repair and maintenance of light and heavy equipment of the university.</b></p>																													
<p>22. Describe briefly the general function of the position.</p> <p style="text-align: center;"><b>Undertakes various electromechanical repair and maintenance services.</b></p>																													
<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).</p> <p style="text-align: center;"><b>Elem. School Graduate</b></p> <p>Education: <b>1 yr of relefant experience; 4 hrs. of rel training</b></p> <p>Experience:</p>																													
<p>23b. Licenses or certificates required to do this work, if any.</p> <p style="text-align: center;"><b>MC 11, s. 1998</b></p>																													
<p>24. I HEREBY CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <p>_____</p> <p>Date</p> </div> <div style="text-align: center;"> <p><b>REMEDIO M. SANICO</b></p> <p>Signature and Title of Immediate Supervisor</p> </div> </div>																													
<p>25. APPROVED:</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <p>_____</p> <p>Date</p> </div> <div style="text-align: center;"> <p><b>JOSE L. BACUSMO</b></p> <p>Head of Agency</p> </div> </div>																													