REPUBLIC OF THE PHILIPPINES  BC-CSC Form No. 1			1. NAME OF EMPLOYEE ALBISO ELIZABETH BUTAWAN
(Position Description Form)			(Family Name) (Given Name) (Middle Name)
2. DEPARTMENT, CORPORATION OR AGENCY/			3. BUREAU OR OFFICE
LOCAL GOVERNMENT			A PAGE AND A SERVICE OF STATE
		LEYTE STATE UNIVERSITY	Office of the President
4. DEPT.	BRANC	CH/DIVISION National	5. WORK STATION/PLACE OF WORK
		and a serified the coline	Baybay, Leyte
6a. PRES	S. APPR		7a. SALARY P.A.: ₱ 78,264.00
ACT/		Z dradies C page NA ACT/	F 10,204.99
1	RD RES		7b. OTHER COMPENSATION: PERA/ACA
ORD.	-	ITEM NOVISCAB-ADA4-111	-94
8. OFFIC	CIAL DE	SIGNATION OF POSITION	9. WORKING PROPOSED TITLE
Reproduction Machine Operator II			Administrative Aide IV
TU. WAP	CO CLA	ASSIFICATION OF THIS POSITION	11. OCCUPATION GROUP TITLE (leave blank)
12. FOR	LOCAL	GOVERNMENT POSITION, CHECK GOVERNMENTAL	UNIT AND UNIT'S CLASS
IV	MUNICIF	PALITY [ ] CITY [	PROVINCE [ ]
1		1st 2nd 3rd	4th 5th 6th
13. STA	TEMEN	T OF DUTIES AND RESPONSIBILITIES, if more space	
attac	ch addit	ional sheets.	
Percent o Working	170	BUILER	rottiacog envito antituo se viven alle vicinio chi caralli. In
TVOIKING	Time.	DUTIES	
100	1	The second secon	
40%	1.	Receives/records and reviews all incoming documents	
30%	2.	Sorts/records and distributes all acted documents for release	
10%	3.	Facilitates/entertains follow ups of documents.	
5%	4.	Receives/answers telephone calls whenever telephone in-charge is out	
10%	5.	Files/tetrives OP memo, circulars, adm. orders, special orders	
- 5%	6.	Types communications whenever necessary	
		State and and are element	THE REPORT OF THE ME STATE OF THE PARTY OF T
		The standard of	N
		safety and total of the substance	

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4. POSITION TITLE OF IMMEDIATE SUPERVISOR	15. POSITION TITLE OF NEXT HIGHER
4. POSITION TITLE OF INVINEEDING CO.	SUPERVISOR
Executive Officer	President
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECT	'LY SUPERVISE (if more than (7) list
only by their item nos. and titles)	SEVER STATE STATE STATE
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in	performance of work.
Computer, typewriter, sharpener, pencil stapl	
	19. WORKING CONDITION
18. CONTACT	Normal Working Condition
Occasional Frequent	Field work []
General Public	Field Trips []
Other Agencies [1]	Exposed Waried Weather
Supervisors []	Other's (Specify)
Management []' 🛣	Other's (opecity)
Others (Specify)	40/08/09 25 30 20 20 20 20 20 20 20 20 20 20 20 20 20
20. I CERTIFY that the above answers are accurate and compl	lete.
20. CERTIFY that the above answers are documents	The state of the s
11-23-04	ELIZABETH B. ALBISO
Date	Signature of Employee
21. Describe briefly the general function of the Unit or Section.	
21. Describe briefly the general randal to the same as a same as	
	Manager measure
22. Describe briefly the general function of the position.	to see a
22	e vigo
Clerical	
the same of the sa	
	A SECULARATION ASSESSMENT OF THE SECULAR SECULAR
23.a Indicate the required qualifications by years and kind of e	education considered in filling up a
vacancy for this position. (Keep the position in mind rathe	er than the qualifications of the present
incumbent. This item should be filled for all positions other	er than teaching).
	Company of activities of activities of the contract of the con
Education: 2 years college	, 200 /0-21-
Experience:	or After about a fail or mage, or lacat . A Att.
23b. Licenses or certificates required to do this work, if any.	D. Silandra C. avin at a siland
200. Esociada di definidado require to 12 anno 19	
24. I HEREBY CERTIFY that the above answers are accurate	e and complete.
	JESTINITO L. LIM
11-23-04	V V
Date	Signature and Title of Immediate
	Supervisor
25. APPROVED	Nu.
	BACKETOLA B. MILLANYS
	PACIENCIA P. MILANY
	Head of Agency