REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1		1. NAME OF EMPLOYEE RONNEL D.		
	osition Description Form)	(Family Name) (Given Name) (Middle Name)		
2. DEPARTMENT, CORPORATION OR AGENCY/		3. BUREAU OR OFFICE		
LOCAL GOVERNMENT	TE STATE UNIVERSITY	as conscioning property of soliting the second of second s		
And the second of the second o	- Company of the Comp	5. WORK STATION/PLACE OF WORK		
4. DEPT./BRANCH/DIVIS	H.S. Library	。		
0- 0050 40000	6b. PREV. APPR	H.S. LIBRARY 7a. SALARY P.A.: Choosed guardail of		
6a. PRES. APPRO. ACT/	ACT/	7a. SALART P.A.		
BOARD RES/	BOARD RES/	7b. OTHER COMPENSATION: PERA/ACA		
ORD. NO.	ITEM NO.	and the second of the second of the second of		
8. OFFICIAL DESIGNATI	ON OF POSITION Utility Wes	9. WORKING PROPOSED TITLE		
10. WAPCO CLASSIFICA	ATION OF THIS POSITION	11. OCCUPATION GROUP TITLE (leave blank)		
12. FOR LOCAL GOVER MUNICIPALITY [VERNMENTAL UNIT AND UNIT'S CLASS CITY [] PROVINCE []		
	1st 2nd	3rd 4th 5th 6th		
13. STATEMENT OF DU	JTIES AND RESPONSIBILITIES.	if more space is needed, please		
		ingi olo pipulosi uk s		
Percent of :	The state of the s	DUTIES howard search and and search of the s		
Working Time :	D Clif in about one of basi	tts et caitifict were in the heart of		
20%		centrel area Oto disects once which		
10%	I see that the second s			
10%				
	A STATE OF THE STA			
	10% 4. Cleans the outside and inside area of the library. 5. Takes care of the plants.			
	10% 6. Gets mags and newspapers from supplier.			
	7. Brings mags & newspapers to accounting for inspection.			
10%				
10%				
10%		ventory of books.		
	10.			
		within the common states and accommon the common and an area accommon and a		
1	1000A4 . 1 4 TU-120			
Dis Real	i was Posa Posado S Marcaga			

-	*	15. POSITION TITLE OF NEXT HIGHER			
14. P	OSITION TITLE OF IMMEDIATE SUPERVISOR	SUPERVISOR			
	Library, Head				
	. Dibrary, nead	Vice Pres. for Adm. & Finance			
	20 07 08 08 18 A	CERTAIN ACTION OF ACENTAL			
	NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRI	ECTLY SUPERVISE (if more than (7) list			
0	nly by their item nos. and titles)	MISSON IN THE TOTAL PROPERTY.			
1040	TOOLO AND	in nortemance of work			
17. 1	MACHINES, EQUIPMENT, TOOLS, etc. used regularly	In periormance of work.			
- Control of the Cont	Polisher, brooms, AV Room facilities,	draftpen/pencil			
18 (CONTACT	19. WORKING CONDITION			
	Occasional Frequent	Normal Working Condition X			
(General Public []	Field work []			
(Other Agencies []	Field Trips []			
	Supervisors [] [x]	Exposed to Varied Weather			
	Management [] [2]	Other's (Specify)			
(Others (Specify)				
20	CERTIFY that the above answers are accurate and co	mplete.			
20.	TOEKTII T tilat tile above allawola alo alouate alla se	Romentelling &			
	Dec. 13, 2004	REMITEL DI PRINCES			
	Date	Signature of Employee			
24	Describe briefly the general function of the Unit or Sect	ion			
21.					
	To attend to the needs of the students e	co. inside the H.S. library			
22.	Describe briefly the general function of the position.	S E 1 U 1			
	To safeguard the H.S. Library facilities	, to attend to the needs of the AV room users,			
	2 2	leadnes of cole colerary all ors			
	- I have some contin Box miles	of the record prisarily at 1889			
23.a	Indicate the required qualifications by years and kind of	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:	leng to ome setisf .			
	A CALLY NOT ALL ALL MANAGER	Company of the compan			
	Experience: to guild the year and one of another	Canal Case as a contract of the contract of th			
	. O Thomas	the state of the s			
23b.	Licenses or certificates required to do this work, if any	Agradavii Wa a			
		.07			
24.	I HEREBY CERTIFY that the above answers are accu	rate and complete			
2.4.	THEREDI CERTIFI tilat tile above allawels ale accu	rate and complete.			
		Some			
	88.	CATALINA M. PASCUAL			
	Date	Signature and Title of Immediate			
		Supervisor			
25.	APPROVED	A. /			
	그리 학교에는 지원이 사용되고 하게 하셨다면 하다.	PACIENCIA P. MILANO			
	Date	Head of Agency			
	Date	ried of Agenty			