

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE BRAGA ROMMEL D. <small>(Family Name) (Given Name) (Middle Name)</small>	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION H.S. Library		5. WORK STATION/PLACE OF WORK H.S. LIBRARY	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO.	7a. SALARY P.A.: 7b. OTHER COMPENSATION: PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION Utility worker I		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE <small>(leave blank)</small>	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] <div style="display: flex; justify-content: space-around;"> 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time : DUTIES			
<div style="display: flex;"> <div style="width: 15%;"> 20% 10% 10% 10% 10% 10% 10% 10% 10% </div> <div style="width: 85%;"> <ol style="list-style-type: none"> 1. Watches the control area. 2. Repairs worn out books and other materials. 3. Takes statistics of library clientele. 4. Cleans the outside and inside area of the library. 5. Takes care of the plants. 6. Gets mags and newspapers from supplier. 7. Brings mags & newspapers to accounting for inspection. 8. Binds magazines & journals. 9. Conducts inventory of books. 10. </div> </div>			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Library, Head	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Vice Pres. for Adm. & Finance
---	---

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.

Polisher, brooms, AV Room facilities, draftpen/pencil

18. CONTACT		19. WORKING CONDITION	
	Occasional	Frequent	
General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Normal Working Condition <input checked="" type="checkbox"/>
Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>	Field work <input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Field Trips <input type="checkbox"/>
Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Exposed to Varied Weather
Others (Specify)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other's (Specify) <input type="checkbox"/>

20. I CERTIFY that the above answers are accurate and complete.

Dec. 13, 2004
Date


Signature of Employee

21. Describe briefly the general function of the Unit or Section.

To attend to the needs of the students etc. inside the H.S. library

22. Describe briefly the general function of the position. b6
b7C
To safeguard the H.S. Library facilities, to attend to the needs of the AV room users, to do some errand, etc.

23.a 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:

Experience:

23b. Licenses or certificates required to do this work, if any. NA

24. I HEREBY CERTIFY that the above answers are accurate and complete.

Date



CATALINA M. PASCUAL
Signature and Title of Immediate Supervisor

25. APPROVED _____
Date _____

[Signature]
PACIENCIA P. MILAN
Head of Agency