

REPUBLIC OF THE PHILIPPINES

BO-CSC Form No. 1

(Position Description Form)

1. NAME OF EMPLOYEE

**CAPUNO JOSE**  
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/  
LOCAL GOVERNMENT

**LEYTE STATE UNIVERSITY**

3. BUREAU OR OFFICE

**IHK**

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

**LSU**

6a. PRES. APPRO.

ACT/  
BOARD RES/  
ORD. NO.

6b. PREV. APPRO

ACT/  
BOARD RES/  
ITEM NO. VIS-CAB-ADA1-180-04

7a. SALARY P.A.: **P 62,508.00**

7b. OTHER COMPENSATION: **PERA/ACA**

8. OFFICIAL DESIGNATION OF POSITION

**Utility Worker I**

9. WORKING PROPOSED TITLE

**Administrative Aide 1**

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATION GROUP TITLE

(leave blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS

MUNICIPALITY ☒

CITY ☐

PROVINCE ☒

1st

2nd

3rd

4th

5th

6th

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13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please

attach additional sheets.

Percent of

Working Time :

DUTIES

**50%** 1. In-charge of the cleaning of the Institute of Human Kinetics building and surroundings.

**25%** 2. Assist in putting-up visual aids during laboratory instructions.

**15%** 3. Assist the property custodian in the issuance and for the upkeep of the athletic equipment.

**5%** 4. Doing messengerial works.

**5%** 5. Other tasks that may be assigned by immediate superior.

**100%**

OFFICIAL DESIGNATION

SIGNATURE OF EMPLOYEE

DATE

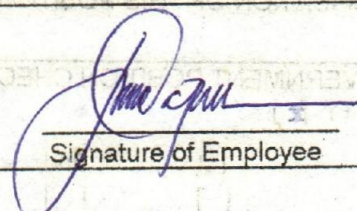
PLACE

DATE

DATE

DATE



14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <div style="text-align: center;"><b>Institute Director</b></div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  <div style="text-align: center;"><b>Director, Administration</b></div>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles)  <div style="text-align: center;">none</div>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  <div style="text-align: center;"><b>Floor polisher, bolo and athletic equipment</b></div>																													
18. CONTACT  <table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Occasional	Frequent	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	19. WORKING CONDITION  <table style="width: 100%; border: none;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Field work</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>	Normal Working Condition	<input checked="" type="checkbox"/>	Field work	<input type="checkbox"/>	Field Trips	<input type="checkbox"/>	Exposed to Varied Weather	<input type="checkbox"/>	Other's (Specify)	<input type="checkbox"/>
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21. Describe briefly the general function of the Unit or Section.  <div style="text-align: center;"><b>To provide instruction in Physical Education</b></div>																													
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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: <b>Must be able to read and write</b> Experience: <b>none required</b>																													
23b. Licenses or certificates required to do this work, if any.  																													
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>10-18-04</u> Date         </div> <div style="width: 45%; text-align: right;"> <div style="text-align: center;"><b>ALELI A. VILLOCINO-OIC</b></div> <div style="text-align: center;">Signature and Title of Immediate Supervisor</div> </div> </div>																													
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