REPUBLIC OF THE PHILIPPINES	-1. NAME OF EMPLOYEE
(Position Description Form)	GODOY, GENARO, GALVEZ (Family Name) (Siven Name) (Middle Name)
DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State College of Agriculture	3. BUREAU OR OFFICE
1. DEPT./BRANCH/DIVISION	5. WORK STATION/PLACE OF WORK AND INDC, VISCA
Sa. PRES. APPRO. 6b. PREV. APPRO ACT/ ACT/ BOARD RES/ BOARD RES/ ORD. NO. ORD. NO. ITEM NO. ITEM NO.	7a. SALARY P.A.: 7b. OTHER COMPENSATION: 10 10 10 10 10 10 10 10 10 10 10 10 10
OFFICIAL DESIGNATION OF POSITION Audio Visual Technician	9. WORKING PROPOSED TITLE
the state of the s	Audio Visual Technician
O. WAPCO CLASSIFICATION OF THIS POSITION	11. OCCUPATION GROUP TITLE (leave blank)
3. STATEMENT OF DUTIES AND RESPONSIBILITIES	PROVINCE [] th 5th 6th [] [] [] montonul turency of vitalid editoral
MUNICIPALITY [] CITY [1st 2nd 3rd 41 [] [] [] [] 3. STATEMENT OF DUTIES AND RESPONSIBILITIES attached additional sheets. ercent of :	PROVINCE [] th 5th 6th [] [] [] more space is needed, please
MUNICIPALITY [] CITY [1st 2nd 3rd 49 [] [] [] [] 3. STATEMENT OF DUTIES AND RESPONSIBILITIES attached additional sheets. ercent of : orking Time : D U T I 30% : Maintains Center's Audiovisual determine their usability. 20% : Responsible for recording & as 10% : Shoots still picture and Video 10% : Produces soundtract. 10% : Processes Photo or Slides 10% : Profide computer/video graphic	th 5th 6th [] [] If more space is needed, please E S
MUNICIPALITY [] CITY [1st 2nd 3rd 4t [] [] [] [] 3. STATEMENT OF DUTIES AND RESPONSIBILITIES attached additional sheets. ercent of :	th 5th 6th [] [] [] The stand target of vital decrease. If more space is needed, please E S limiting banget at the second
MUNICIPALITY [] CITY [1st 2nd 3rd 4t [] [] [] [] 3. STATEMENT OF DUTIES AND RESPONSIBILITIES attached additional sheets. ercent of corking Time DUTIES AND RESPONSIBILITIES attached additional sheets. Processes Photo or Slides Profile computer/video graphic Performs other functions assigned.	th 5th 6th [] [] [] Manual Language and Withird additional If more space is needed, please E S
MUNICIPALITY [] CITY [CITY [CITY [CITY [CITY [th 5th 6th [] [] [] more space is needed, please E S more space is needed, please E S more space is needed, please E S more space is needed, please E S more space is needed, please is
MUNICIPALITY [] 1st 2nd 3rd 4 [] [] [] [] 3. STATEMENT OF DUTIES AND RESPONSIBILITIES attached additional sheets. ercent of corking Time Duties and Duties determine their usability. 20% Responsible for recording & as 10% Shoots still picture and video Produces soundbract. 10% Processes Photo or Slides 10% Profide computer/video graphic Performs other functions assigned.	th 5th 6th [] [] [] months and because and vifetic editional If more space is needed, please E S

: .

14.	POSITION TITLE OF IMMEDIATE SUPERVISOR	15. POSITION TITLE OF NEXT HIGHER	
	Coordinator, IIDC	Vice President for Academic Affairs	
16.		DIRECTLY SUPERVISE (if more than (7), list only	
17.	MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Video Editing machines, computer, amplifier, & other Audio-visual equipment.		
18.	CONTRACT Occasional Frequent General Public [/] [] Other Agencies [/] [] Supervisors [] [/] Management [/] [] Other (Specify) [] []	19. WORKING CONDITION Normal Working Condition [/] Field Work [] Field Trips [] Exposed to Varied Weather [] Others (Specify) []	
20.	I CERTIFY that the above answers are accommon to the second secon	GENERO G. GODOY	
	Date	/Signature of Employee	
21.	Describe briefly the general function of the Unit or Section. INDC - a media center, designs and develop instructional materials and training programs.		
22.	Describe briefly the general function of the position.		
	Maintain Center's Audiovisual Equipment and Facilities to determine their usability		
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: Bo High School Graduate or completion of relevant vocational/trade course		
	Experience:		
23b.	Licenses or certificates required to do	this work. if any.	
250.	Titoenges or ceretification to an arra warry at any		
24.	I HEREBY CERTIFY that the above answers are accurate and complete.		
	October 1, 1998	Coordinator, IMDC	
100	Date	Signature and Title of Immediate Supervisor	
25.	APPROVED:	sawallo .	
	Date	Head of Agency	