

<b>REPUBLIC OF THE PHILIPPINES</b> <b>BC-CSC Form No. 1</b> <b>(Position Description Form)</b>		<b>1. NAME OF EMPLOYEE</b> <b>MABUAN JOVELYN HENOQUIN</b> <small>(Family Name) (Given Name) (Middle Name)</small>	
<b>2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT</b> Visayas State University, Baybay City, Leyte		<b>3. BUREAU OR OFFICE</b>	
<b>4. DEPT./BRANCH/DIVISION</b> LIBRARY		<b>5. WORK STATION/PLACE OF WORK</b> HIGH SCHOOL LIBRARY	
<b>6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.</b>		<b>7a. SALARY P.A.:</b> P 298,644.00 <del>262,404.00</del> <b>7b. OTHER COMPENSATION:</b> P 24,000.00	
<b>6b. PREV. APPRO ACT/BOARD RES/ORD. NO. ITEM NO.</b> VISCAB-L2-3-1998			
<b>8. OFFICIAL DESIGNATION OF POSITION</b>		<b>9. WORKING PROPOSED TITLE</b> COLLEGE LIBRARIAN II	
<b>10. WAPCO CLASSIFICATION OF THIS POSITION</b>		<b>11. OCCUPATION GROUP TITLE</b> <small>(leave blank)</small>	
<b>12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS</b> MUNICIPALITY [ ] CITY [ ] PROVINCE [ ] 1st [ ] 2nd [ ] 3rd [ ] 4th [ ] 5th [ ] 6th [ ]			
<b>13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.</b>			
Percent of : Working Time:			
<b>D U T I E S</b>			
33 % 10 % 10 % 10 % 5 % 5 % 5 % 10 % 5 % 2 % 2 % 2 % 1 %	1. Supervises staff and operation of the High School Library. 2. Assists students and researchers with their information needs. 3. Handles the processes related to and involving book borrowing. 4. Catalogs and classifies library materials. 5. Maintains the card catalog. 6. Conducts annual inventory of assigned library materials. 7. Conducts orientation to new students. 8. Assists in maintaining order of the library shelves. 9. Selects and acquires library materials. 10. Maintains Vertical File. 11. Indexes articles in journals and magazines. 12. Verifies accountabilities and signs and/or countersigns clearances. 13. Performs other tasks as assigned by the University Librarian.		

<b>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  <p style="text-align: center;"><b>UNIVERSITY LIBRARIAN</b></p>	<b>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  <p style="text-align: center;"><b>President</b></p>																												
<b>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)</b>  <p style="text-align: center;"><b>MERCEDES V. FORNES, ADMIN. AIDE III; JOSE F. SAULAN, ADMIN AIDE I</b></p>																													
<b>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</b>  <p style="text-align: center;"><b>COMPUTER, CATALOGING TOOLS, PEN, STAMP PAD, RUBBER STAMP, DATER, LOG BOOK</b></p>																													
<b>18. CONTRACT</b>  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 30%; text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="width: 30%; text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Publics</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>		Occasional	Frequent	General Publics	[ ]	[ ]	Other Agencies	[ ]	[ ]	Supervisors	[ ]	[ ]	Management	[ ]	[ ]	Other (Specify)	[ ]	[ ]	<b>19. WORKING CONDITION</b>  <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: right;">[X ]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: right;">[ ]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: right;">[ ]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: right;">[ ]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: right;">[ ]</td> </tr> </tbody> </table>	Normal Working Condition	[X ]	Field Work	[ ]	Field Trips	[ ]	Exposed to Varied Weather	[ ]	Others (Specify)	[ ]
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<b>20. I CERTIFY that the above answers are accurate and complete.</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p style="text-align: center;"><u>2/11/13</u> Date</p> </div> <div style="width: 40%; text-align: right;">   Signature of Employee </div> </div>																													
<b>21. Describe briefly the general function of the Unit or Section.</b>  <p style="text-align: center;"><b>SUPERVISES THE DAILY OPERATION OF THE HIGH SCHOOL LIBRARY</b></p>																													
<b>22. Describe briefly the general function of the position.</b>  <p style="text-align: center;"><b>SUPPORT THE LIBRARY OPERATIONS</b></p>																													
<b>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).</b>  Education: <b>BACHELOR OF ARTS IN LIBRARY SCIENCE</b> Experience: <b>1 yr. of relevant experience; 4 hrs. of relevant training.</b>																													
<b>23b. Licenses or certificates required to do this work, if any.</b>  <p style="text-align: center;"><b>LICENSE FOR LIBRARIAN - RA 1080</b></p>																													
<b>24. I HEREBY CERTIFY that the above answers are accurate and complete.</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p style="text-align: center;"><u>02/11/2013</u> Date</p> </div> <div style="width: 40%; text-align: right;">   Signature and Title of Immediate Supervisor </div> </div>																													
<b>25. APPROVED:</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p style="text-align: center;"><u>                    </u> Date</p> </div> <div style="width: 40%; text-align: right;">   <b>JOSE L. BACUSMO</b>  Head of Agency </div> </div>																													