

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE BORIGON NOEL de Veyra <small>(Family Name) (Given Name) (Middle Name)</small>	
2. DEPARTMENT CORPORATION OR AGENCY/ LOCAL GOVERNMENT Leyte State University		3. BUREAU OR OFFICE Leyte State University	
4. DEPT./BRANCH/DIVISION PhilRootcrops		5. WORK STATION/PLACE OF WORK Baybay, Leyte	
6a. PRES. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: ₱ 74,268.00 7b. OTHER COMPENSATION	
8. OFFICIAL DESIGNATION OR POSITION Utility Worker II		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION. CHECK GOVERNMENT UNIT AND UNIT'S CLASS MUNICIPALITY { } CITY { } PROVINCE { } <small>1st 2nd 3rd 4th 5th 6th</small>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time	DUTIES		
25%	Maintains indoor and outdoor ornamental plants of PhilRootcrops;		
25%	Mimeographs office forms, memoranda, training materials and reports;		
20%	Opens and closes doors, windows and gates of PhilRootcrops building;		
10%	Monitors and puts off lights and reports damaged/leaking facilities;		
10%	Mails and pick up letters of PhilRootcrops staff in the LSU Post Office and sends communications and packages through couriers (LBC, Fast Pack, DHL, JRS)		
5%	Delivers communications and other financial documents to other offices on campus;		
5%	Follows-up communications and other financial documents in the different offices on campus.		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Administrative Officer I	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Center Director
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16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)

none

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

Bolo, grass cutter, brooms, lawn mower, floor polisher, etc.

18. CONTACT	19. WORKING CONDITION																												
<table style="width: 100%; border-collapse: collapse;"> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> <tr> <td>General Public</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>Others (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </table>		Occasional	Frequent	General Public	[]	[]	Other Agencies	[]	[]	Supervisors	[]	[/]	Management	[]	[]	Others (Specify)	[]	[]	<table style="width: 100%; border-collapse: collapse;"> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[/]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> </tr> </table>	Normal Working Condition	[/]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
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20. I CERTIFY that the above answers are accurate and complete

Oct. 18, 2004

Date


NOEL V. BORIGON

Signature of Employee

21. Describe briefly the general function of the Unit or Section.
To provide utility services in the Center.

22. Describe briefly the general function of the position.
To maintain cleanliness and beautification of the PhilRootcrops grounds and surroundings.

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.)

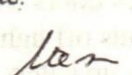
Education: Elementary School Graduate

Experience: none

23b. Licenses or certificates required to do this work, if any.
none


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

Date


LUZVISMINDA A. TERNURA – Adm. Officer I
Signature and Title of Immediate Supervisor

APPROVED:

Date


PACIENCIA P. MILAN
Head of Agency