

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE VECUITZO (Family Name) GENEROSO (Given Name) L (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE ISRDS, VSU	
4. DEPT./BRANCH/DIVISION ISRDS, VSU		5. WORK STATION/PLACE OF WORK Baybay City, Leyte	
6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. 6b. PREV. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. VISCAD-ADA4-119-2009		7a. SALARY P.A.: P 24,172.00 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Instructor I Administrative Aide III		9. WORKING PROPOSED TITLE Administrative Aide IV	
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 []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time: DUTIES			
70% 1. Conducts outside and on-campus trips; 20% 2. Responsible for the repair and maintenance of the assigned vehicle; 5% 3. Maintains ISR laws; 5% 4. Delivers communications and other documents to concerned depts/units.			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Director, ISRDS		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Dean, CME	
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. Toyota Land Cruiser			
18. CONTRACT		19. WORKING CONDITION	
Occasional Frequent		Normal Working Condition [X]	
General Public [X] []		Field Work []	
Other Agencies [] []		Field Trips []	
Supervisors [] [X]		Exposed to Varied Weather []	
Management [] []		Others (Specify) []	
Other (Specify) [] []			
20. I CERTIFY that the above answers are accurate and complete Date _____ Signature of Employee _____ GENESES L. VEQUIZO			
21. Describe briefly the general function of the Unit or Section. To facilitate in the implementation of the program of ISRDS			
22. Describe briefly the general function of the position. To drive the ISR vehicle			
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.			
24. I HEREBY CERTIFY that the above answers are accurate and complete. Date 2/5/14 Signature and Title of Immediate Supervisor MARIA AURORA T. W. TABADA			
25. APPROVED: Date _____ Signature and Title of Head of Agency JOSE M. BACUSMO Head of Agency			