

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE YU Elwin Jay Villagas (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE VSV Hospital	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. VISCAD-CH-1-2017	7a. SALARY P.A.: P597, 000.00 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION CHIEF OF Hospital I		9. WORKING PROPOSED TITLE	
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:			
D U T I E S 50% Administrative Function (Supervision of VSV Hospital Operations) 30% Clinical Functions (Commitment of Emergency and Outpatient patients) 20% Health Promotion Activities			

<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</p> <p style="font-size: 1.2em; font-family: cursive;">VICE President for Administration and Finance</p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</p> <p style="font-size: 1.2em; font-family: cursive;">University President</p>																												
<p>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)</p> <p style="font-size: 1.1em; font-family: cursive;">Dr. Josephine Zafra MD III Mrs. Terlena Bragunas Nurse III Dr. Belen Burn Dentist II Mrs. Hermila Ching MD PhD II</p>																													
<p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</p> <p style="font-size: 1.2em; font-family: cursive;">Stethoscope</p>																													
<p>18. CONTRACT</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <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> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[X]</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 Public	[X]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	<p>19. WORKING CONDITION</p> <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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<p>20. I CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p style="font-size: 1.2em; font-family: cursive;">January 1, 2014</p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="font-size: 1.2em; font-family: cursive;">[Signature]</p> <p style="text-align: center;">Signature of Employee</p> </div> </div>																													
<p>21. Describe briefly the general function of the Unit or Section.</p> <p style="font-size: 1.2em; font-family: cursive;">Provide Health Service to the University population</p>																													
<p>22. Describe briefly the general function of the position.</p> <p style="font-size: 1.2em; font-family: cursive;">Supervising the VSV Hospital operations</p>																													
<p>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).</p> <p>Education: Doctor of Medicine</p> <p>Experience: 13 years</p>																													
<p>23b. Licenses or certificates required to do this work, if any.</p> <p style="font-size: 1.2em; font-family: cursive;">PRC license # 988W</p>																													
<p>24. I HEREBY CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="font-size: 1.1em; font-family: cursive;">[Signature]</p> <p style="color: blue; font-weight: bold;">ROBERTO C. GUARTE</p> <p style="color: blue; font-weight: bold;">VP FOR ADMIN & FINANCE</p> <p>✓ Signature and Title of Immediate Supervisor</p> </div> </div>																													
<p>25. APPROVED:</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="font-size: 1.1em; font-family: cursive;">[Signature]</p> <p style="color: blue; font-weight: bold;">JOSE L. BACUSMO</p> <p style="color: blue; font-weight: bold;">Head of Agency</p> </div> </div>																													