

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE AVEHIDO JERSON BERAY (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION PhilRootcrops Dept.		5. WORK STATION/PLACE OF WORK PhilRootcrops Engr. Shop.	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. 6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. ADAS-168-2004		7a. SALARY P.A.: P 124,812.00 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Instructor I		9. WORKING PROPOSED TITLE Adm. Aide 3 CDriver 3	
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			
45% - Conduct and fetch PhilRootcrops Staff and personnel to research project sites, airport, wharf and other places as designated in the trip ticket at any specified date and time.			
45% - Maintain and assigned vehicles in good running condition at all times.			
10% - Perform other tasks that the Supervisor transport Incharge or Director may assign from time to time.			

CPH 2527 3/11

187

14. POSITION, TITLE OF IMMEDIATE SUPERVISOR Director		15. POSITION, TITLE OF NEXT HIGHER SUPERVISOR President																													
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)																															
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Vehicles																															
18. CONTRACT		19. WORKING CONDITION																													
<table border="1"><thead><tr><th></th><th>Occasional</th><th>Frequent</th></tr></thead><tbody><tr><td>General Public</td><td>[X]</td><td>[]</td></tr><tr><td>Other Agencies</td><td>[]</td><td>[]</td></tr><tr><td>Supervisors</td><td>[]</td><td>[]</td></tr><tr><td>Management</td><td>[]</td><td>[]</td></tr><tr><td>Other (Specify)</td><td>[]</td><td>[]</td></tr></tbody></table>			Occasional	Frequent	General Public	[X]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	<table border="1"><tbody><tr><td>Normal Working Condition</td><td>[X]</td></tr><tr><td>Field Work</td><td>[]</td></tr><tr><td>Field Trips</td><td>[]</td></tr><tr><td>Exposed to Varied Weather</td><td>[]</td></tr><tr><td>Others (Specify)</td><td>[]</td></tr></tbody></table>		Normal Working Condition	[X]	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. Date		JERSON B. AVENIDO Signature of Employee																													
21. Describe briefly the general function of the Unit or Section.																															
22. Describe briefly the general function of the position. Safety Driving, and maintain and assigned Vehicles in good running condition in all times.																															
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: High School Grad / vocational school - Course : General Automotive Experience: 1 year																															
23b. Licenses or certificates required to do this work, if any. Driver's License																															
24. I HEREBY CERTIFY that the above answers are accurate and complete. Date		DANIEL LESLIE S. TAN Signature and Title of Immediate Supervisor																													
25. APPROVED: Date		JOSE L. BACUSMO Head of Agency on 3/12																													