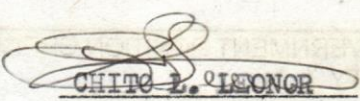
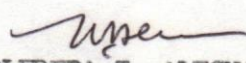
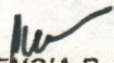


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE LEONOR CHITO LETARGO (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE Baybay, Leyte	
4. DEPT./BRANCH/DIVISION RETD-OVPRE		5. WORK STATION/PLACE OF WORK LSU, Visca, Baybay, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.		6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO.	
7a. SALARY P.A.:		7b. OTHER COMPENSATION: PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION Driver		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 <input checked="" type="checkbox"/> CITY <input type="checkbox"/> PROVINCE <input checked="" type="checkbox"/> 1st 2nd 3rd 4th 5th 6th [] [] [] [] [] []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time : DUTIES			
50% 1. Drives and maintains the vehicle (Tamaraw Fx) assigned to him.			
30% 2. Acts a messenger whenever necessary to help facilitate office communications.			
10% 3. Assist the technical staff in the performance of their functions related to his function.			
10% 4. Does other task that maybe assigned from time to time by the superior.			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Director, RETD	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Vice President - Res. & Ext.																		
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. Gov't. Vehicle, Tamaraw Fr																			
18. CONTACT <table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[x]</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[]	[x]	Other Agencies	[]	[x]	Supervisors	[x]	[x]	Management	[]	[x]	Others (Specify)	[]	[]	19. WORKING CONDITION Normal Working Condition (x) Field work [] Field Trips [x] Exposed to Varied Weather [] Other's (Specify) []
	Occasional	Frequent																	
General Public	[]	[x]																	
Other Agencies	[]	[x]																	
Supervisors	[x]	[x]																	
Management	[]	[x]																	
Others (Specify)	[]	[]																	
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> _____ Date </div> <div style="width: 50%; text-align: right;">  <u>CHITO L. LEONOR</u> Signature of Employee </div> </div>																			
21. Describe briefly the general function of the Unit or Section.																			
22. Describe briefly the general function of the position. Responsible for driving, maintenance and the road worthiness of office vehicle.																			
23.a. 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: <u>Elementary School graduate</u> Experience:																			
23b. Licenses or certificates required to do this work, if any. <u>Professional Driver's licence</u>																			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> _____ Date </div> <div style="width: 50%; text-align: right;">  <u>WOLFRADA T. ALESNA</u> Signature and Title of Immediate Supervisor </div> </div>																			
25. APPROVED <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> _____ Date </div> <div style="width: 50%; text-align: right;">  <u>PACIENCIA P. MILAN</u> Head of Agency </div> </div>																			