

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE ICOT, LOEFOLDO POSAS (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE LEYTE STATE UNIVERSITY	
4. DEPT./BRANCH/DIVISION Physical Plant Office		5. WORK STATION/PLACE OF WORK Baybay, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. VIS-CAB-ADA5-65-04	7a. SALARY P.A.: ₱ 84,516.00 7b. OTHER COMPENSATION: PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION Carpenter-II		9. WORKING PROPOSED TITLE Administrative Aide V	
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 attach additional sheets.			
Percent of Working Time : DUTIES			
20% Undertake carpentry works for the repair and maintenance of various Academic building and offices.			
80% Undertake carpentry works for the repair and maintenance of furniture items of the university.			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Chief Building Maintenance and construction Div,	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Superintendent
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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)

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

18. CONTACT	Occasional	Frequent
General Public	[x]	[ ]
Other Agencies	[ ]	[ ]
Supervisors	[ ]	[ ]
Management	[ ]	[ ]
Others (Specify)	[ ]	[ ]

19. WORKING CONDITION	
Normal Working Condition	x
Field work	[ ]
Field Trips	[ ]
Exposed Varied Weather	[ ]
Other's (Specify)	[ ]

20. I CERTIFY that the above answers are accurate and complete.

Date	LEOPOLDO P. IGOT Signature of Employee
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21. Describe briefly the general function of the Unit or Section.  
Undertake carpentry works for the repair and maintenance of various Academic building and Offices.

22. Describe briefly the general function of the position.  
Undertakes carpentry works for the repair and maintenance of furniture items of the University.

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: Elementary school graduate.

Experience:

23b. Licenses or certificates required to do this work, if any.

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

Date	MARIO LILIO F. VALENZONA Signature and Title of Immediate Supervisor
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25. APPROVED

Date	PACIENCIA P. MILAN Head of Agency
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