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| REPUBLIC OF THE PHILIPPINES<br>BC-CSC Form No. 1<br>(Position Description Form)                                                                                                                                                                                                                                                                                                                                                             |                                                                                                    | 1. NAME OF EMPLOYEE<br><br>MUANA                      ROGER                      T.<br>(Family Name)      (Given Name)      (Middle Name) |  |
| 2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT<br><br>Visayas State University, Baybay City, Leyte                                                                                                                                                                                                                                                                                                                                   |                                                                                                    | 3. BUREAU OR OFFICE<br><br>GENERAL SERVICES DIVISION                                                                                      |  |
| 4. DEPT./BRANCH/DIVISION<br>GENERAL SERVICES DIVISION                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                    | 5. WORK STATION/PLACE OF WORK<br>HELVMU                                                                                                   |  |
| 6a. PRES. APPRO.      6b. PREV. APPRO.<br>ACT/                      ACT/<br>BOARD RES/              BOARD RES/<br>ORD. NO.                  ORD. NO.<br>ITEM NO. Lump S              ITEM NO.                                                                                                                                                                                                                                               |                                                                                                    | 7a. SALARY P.A.:<br><br>7b. OTHER COMPENSATION:                                                                                           |  |
| 8. OFFICIAL DESIGNATION OF POSITION<br>HEO I                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                    | 9. WORKING PROPOSED TITLE<br>Heavy Equipment Operator I                                                                                   |  |
| 10. WAPCO CLASSIFICATION OF THIS POSITION                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                    | 11. OCCUPATION GROUP TITLE<br>(leave blank)                                                                                               |  |
| 12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS<br>MUNICIPALITY { }                      CITY { }                      PROVINCE { }<br><br>1st                      2nd                      3rd                      4th                      5th                      6th<br>{ }                      { }                      { }                      { }                      { }                      { } |                                                                                                    |                                                                                                                                           |  |
| 13. STATEMENT OF DUTIES AND RESPONSIBILITIES.      If more space is needed, please attached additional sheets.                                                                                                                                                                                                                                                                                                                              |                                                                                                    |                                                                                                                                           |  |
| Percent of :<br>Working Time:                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                    |                                                                                                                                           |  |
| D U T I E S                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                    |                                                                                                                                           |  |
| 50%                                                                                                                                                                                                                                                                                                                                                                                                                                         | Servicing & repair of Diesel & Gasoline Engines, Under chassis & Car Aircons of Light Vehicles & H |                                                                                                                                           |  |
| 35%                                                                                                                                                                                                                                                                                                                                                                                                                                         | Overhauling of Diesel & Gasoline Engine                                                            |                                                                                                                                           |  |
| 12%                                                                                                                                                                                                                                                                                                                                                                                                                                         | Operation/driving of Heavy Equipment & Light Vehicles                                              |                                                                                                                                           |  |
| 3%                                                                                                                                                                                                                                                                                                                                                                                                                                          | Cleaning of working area & motorpool surrounding                                                   |                                                                                                                                           |  |

14. POSITION TITLE OF IMMEDIATE SUPERVISOR  
Administrative Asst. V

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  
Director

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.  
Electric Drills, Welding Machine, Payloader, Tractors, Light Vehicle, Wrenches, Hand Tools

| 18. CONTRACT    | Occasional | Frequent | 19. WORKING CONDITION     |       |
|-----------------|------------|----------|---------------------------|-------|
| General Public  | { x }      | { }      | Normal Working Condition  | { x } |
| Other Agencies  | { }        | { }      | Field Work                | { x } |
| Supervisors     | { }        | { x }    | Field Trips               | { }   |
| Management      | { }        | { x }    | Exposed to Varied Weather | { x } |
| Other (Specify) | { }        | { }      | Others (Specify)          | { }   |

20. I CERTIFY that the above answers are accurate and complete.  
Date \_\_\_\_\_  
Signature of Employee: ROGER T. MUANA

21. Describe briefly the general function of the Unit or Section.  
Repair & maintenance of transportation, heavy & farm equipment & ground maintenance & development

22. Describe briefly the general function of the position.  
Repair, maintenance & operation of heavy equipment & vehicles

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 qualificatin of the present incumbent. This item should be filled for all positions other than teaching).  
Education: Vocational Courses (Automotive Mechanic)  
Experience:

23b. Licenses or certificates required to do this work, if any.  
TESDA Certificate NC II, Automotive Mechanic

24. I HEREBY CERTIFY that the above answers are accurate and complete.  
Date: 03 AUG 16  
Signature and Title of Immediate Supervisor: REMEGIO M. SANICO  
Administrative Asst. V

25. APPROVED:  
Date: 9 Aug 2016  
Signature and Title of Head of Agency: EDGARDO E. TULIN  
Head of Agency