

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

2. DEPARTMENT, CORPORATION OR AGENCY/

LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

4. DEPT./BRANCH/DIVISION

US DptC

1. NAME OF EMPLOYEE

RAMOS, LEGARIO BANDIBAS

(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

DoPAG Dept of Pure & Applied Chemistry

5. WORK STATION/PLACE OF WORK

DoPAG Instrument Room

7. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO.

7a. SALARY P.A.:

₱12,540.00

7b. OTHER COMPENSATION: PERA/ACA

₱1,000.00

8. OFFICIAL DESIGNATION OF POSITION

Supply Officer II

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

attach additional sheets.

Percent of :

Working Time :

DUTIES

- 20% 1. Accepts custody of equipment, supplies and materials from the Property Office, and or Department Heads as the main signatory of ARE and issue them to end-users with a corresponding sub-ARE/MR copy furnished the Property Office.
- 15% 2. In consultation with the department/office head, make proper implementation of all policies and regulations concerning property management and control and assists him/her in determining the supplies and materials and equipment needs of the department.
- 15% 3. Conduct physical inventory of property with the assistance of staffs from the Property Office every year and renders a corresponding report to the Property Office.
- 15% 4. Monitor equipment donated or acquired and submits inventory reports to the Property Office.
- 15% 5. Pool and transfers unused or surplus equipment, supplies and materials to the Property Office for proper disposition.
- 15% 6. Coordinate repairs and maintenance of equipment including preparation of necessary documents with the proper offices concerned.
- 5% 7. Countersigns clearances of retiring and or on leave staff of the department and or student, as well.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

DEAN/ Dept HEAD

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

HEAD, Dept of DPAC

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles)

End users of Equipment

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

Computer for paper works as SO/ Oscilloscope, Signal Generator Multimeter (Analog as Scientific Equipment Technician: Digitized)

18. CONTACT

Occasional

Frequent

General Public

[]

[X]

Other Agencies

[X]

[]

Supervisors

[]

[X]

Management

[]

[X]

Others (Specify)

[]

[]

19. WORKING CONDITION

Normal Working Condition

Field work

[X]

Field Trips

[]

Exposed to Varied Weather

Other's (Specify)

[]

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

Date

Signature of Employee

21. Describe briefly the general function of the Unit or Section.

Serve general public in terms of chemical education, research, extension

22. Describe briefly the general function of the position.

Properly monitoring of government properties

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:

college level

Experience:

not needed

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

Revit service eligible

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

Date

Signature and Title of Immediate Supervisor

25. APPROVED

Date

PACIENCIA P. MILAN

Head of Agency