

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>BAGAPINAO, ALEX</span> <span>POSAS</span> </div> <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 2px;"> <span>(Family Name)</span> <span>(Given Name)</span> <span>(Middle Name)</span> </div>																			
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT <div style="margin-top: 5px;">Visayas State University, Baybay City, Leyte</div>		3. BUREAU OR OFFICE <div style="margin-top: 5px; text-align: center;">Records Division</div>																			
4. DEPT./BRANCH/DIVISION <div style="margin-top: 5px; text-align: center;">RECORDS DIVISION</div>		5. WORK STATION/PLACE OF WORK <div style="margin-top: 5px; text-align: center;">VSU, Baybay City, Leyte</div>																			
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;">           6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.         </div> <div style="width: 48%;">           6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.         </div> </div> <div style="margin-top: 5px; text-align: center;">VLSAN-ADA2-125-2004</div>		7a. SALARY P.A.: ₱ 116,100.00 7b. OTHER COMPENSATION: ₱ 24,000.00																			
8. OFFICIAL DESIGNATION OF POSITION <div style="margin-top: 5px; text-align: center;">ADMINISTRATIVE AIDE - II</div>		9. WORKING PROPOSED TITLE <div style="margin-top: 5px; text-align: center;">ADM AIDE II</div>																			
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)																			
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>MUNICIPALITY [ ]</span> <span>CITY <input checked="" type="checkbox"/></span> <span>PROVINCE [ ]</span> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px; font-size: small;"> <span>1st [ ]</span> <span>2nd [ ]</span> <span>3rd [ ]</span> <span>4th [ ]</span> <span>5th [ ]</span> <span>6th [ ]</span> </div>																					
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.																					
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 15%;">           Percent of Working Time:         </div> <div style="width: 85%; text-align: center;">             D U T I E S           </div> </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: right; vertical-align: top;">30%</td> <td style="vertical-align: top;">1. Receives, sorts and delivers documents, communication and mails from the office of VSU President, VSU-MO and other offices to different department, center units and concerned;</td> </tr> <tr> <td style="text-align: right; vertical-align: top;">20 %</td> <td style="vertical-align: top;">2. Delivers/receive officials mails to and from the Postal Office and delivers mails received to different offices and staff concerned;</td> </tr> <tr> <td style="text-align: right; vertical-align: top;">10 %</td> <td style="vertical-align: top;">3. Assists in the conduct of inventory of records;</td> </tr> <tr> <td style="text-align: right; vertical-align: top;">10 %</td> <td style="vertical-align: top;">4. Assists in mailing official mails by alphabetizing names of the addressee (for student grades) pasting the appropriate stamps and closing mailing envelopes;</td> </tr> <tr> <td style="text-align: right; vertical-align: top;">10 %</td> <td style="vertical-align: top;">5. Assist in filing documents by pulling out file folders and returning same to their respective cabinet after documents filed/placed in folder;</td> </tr> <tr> <td style="text-align: right; vertical-align: top;">5 %</td> <td style="vertical-align: top;">6. Assists in monitoring attendance of administrative staff;</td> </tr> <tr> <td style="text-align: right; vertical-align: top;">5 %</td> <td style="vertical-align: top;">7. Assists in rendering reference services to clients;</td> </tr> <tr> <td style="text-align: right; vertical-align: top;">5 %</td> <td style="vertical-align: top;">8. Assists in pulling out file folders that are due and approved for disposal during records disposal;</td> </tr> <tr> <td style="text-align: right; vertical-align: top;">5 %</td> <td style="vertical-align: top;">9. Performs other duties assigned from time to time by superiors.</td> </tr> </table>				30%	1. Receives, sorts and delivers documents, communication and mails from the office of VSU President, VSU-MO and other offices to different department, center units and concerned;	20 %	2. Delivers/receive officials mails to and from the Postal Office and delivers mails received to different offices and staff concerned;	10 %	3. Assists in the conduct of inventory of records;	10 %	4. Assists in mailing official mails by alphabetizing names of the addressee (for student grades) pasting the appropriate stamps and closing mailing envelopes;	10 %	5. Assist in filing documents by pulling out file folders and returning same to their respective cabinet after documents filed/placed in folder;	5 %	6. Assists in monitoring attendance of administrative staff;	5 %	7. Assists in rendering reference services to clients;	5 %	8. Assists in pulling out file folders that are due and approved for disposal during records disposal;	5 %	9. Performs other duties assigned from time to time by superiors.
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14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <div style="text-align: center; font-size: 1.2em;">Adm. Officer II</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  <div style="text-align: center; font-size: 1.2em;">Chief, Adm. Officer</div>																		
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)  <div style="text-align: center; font-size: 1.2em;">N.A.</div>																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  <div style="text-align: center; font-size: 1.2em;">motor cycle, logbook, ball pen, etc.</div>																			
18. CONTRACT  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[ X ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[ ]</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>Other (Specify)</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[ X ]	[ ]	Other Agencies	[ ]	[ ]	Supervisors	[ ]	[ X ]	Management	[ ]	[ X ]	Other (Specify)	[ ]	[ ]	19. WORKING CONDITION Normal Working Condition [X] Field Work [ ] Field Trips [ ] Exposed to Varied Weather [ ] Others (Specify) [ ]
	Occasional	Frequent																	
General Public	[ X ]	[ ]																	
Other Agencies	[ ]	[ ]																	
Supervisors	[ ]	[ X ]																	
Management	[ ]	[ X ]																	
Other (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;"> <div style="text-align: center; font-size: 1.2em;">ALEX BAGARINAD</div>           Signature of Employee         </div> </div>																			
21. Describe briefly the general function of the Unit or Section.  <div style="text-align: center; font-size: 1.1em;">To provide proper records management and expertise &amp; efficient centralized mail/communication &amp; messengerial services to the university.</div>																			
22. Describe briefly the general function of the position.  <div style="text-align: center; font-size: 1.2em;">messenger</div>																			
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: <div style="text-align: center; font-size: 1.2em;">Elementary graduate</div> Experience:																			
23b. Licenses or certificates required to do this work, if any.  <div style="text-align: center;">—</div>																			
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;"> <div style="text-align: center; font-size: 1.2em;">ASTERIA A. SEVILLA</div>           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;"> <div style="text-align: center; font-size: 1.2em;">JOSE L. BACUSMO</div>           Head of Agency         </div> </div>																			