

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

4. DEPT./BRANCH/DIVISION

Property Office, LSU, Visca

6a. PRES. APPRO.

ACT/
BOARD RES/
ORD. NO.

6b. PREV. APPRO

ACT/
BOARD RES/
ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

REMO II

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

BASLAN MARIA T. ASTION
(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

LSU, Visca, Baybay, Leyte

5. WORK STATION/PLACE OF WORK

LSU, Property Office

7a. SALARY P.A.

7b. OTHER COMPENSATION: PERA/ACA

9. WORKING PROPOSED TITLE

Clerical Work

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

☒

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13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of
Working Time :

DUTIES

- | | |
|------|--|
| 40% | 1. Prepares IRP & posts transferred properties in their individual folder of ARE. |
| 20% | 2. Cancels RWM to their individual folder of ARE. |
| 10% | 3. Conducts physical inventory of all properties to assigned dept./center/office. |
| 10% | 4. Prepares & types equipment ledgercards & property codes stickers. |
| 10% | 5. Clears personnel from property responsibility (retirement, transfer, study, vacation, sick leave, resignatio & termination) & receives telephone calls. |
| 10% | 6. Assist in preparing & typing ARE for signature and files to the individual folder. |
| 100% | |

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Jeanette B. Israel
Supply Officer III

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR **Lourdes B. Cano**
Director of Admin.

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.

*** Computer, typewriter, stapler, ballpen, etc.**

18. CONTACT

	Occasional	Frequent
General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>

19. WORKING CONDITION

X
Normal Working Condition
Field work ☐
Field Trips ☐
Exposed to Varied Weather
Other's (Specify) ☐

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

Date

MARIA FE A. BASLAN

Signature of Employee

21. Describe briefly the general function of the Unit or Section.
The custodial of all college properties.

22. Describe briefly the general function of the position.

Prepares IRP for signature & posts transferred properties in their individual folder of ARE.

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: **Two years-college grad.**

Experience:

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

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

November, 2004

Date

JEANNETTE B. ISRAEL

Signature and Title of Immediate Supervisor

25. APPROVED

Date

PACIENCIA P. MILAN
Head of Agency