

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

OP/LSU

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO.

1. NAME OF EMPLOYEE

RABANOS NOLITO LIBARESOS

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

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

8. OFFICIAL DESIGNATION OF POSITION

DRIVER I

9. WORKING PROPOSED TITLE

DRIVER II

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

80% 1. To drive and maintain the vehicle assigned to the University President.

15% 2. To conduct regular check-up and make minor repairs of said vehicle.

5% 3. To perform other tasks assigned by the supervisor from time to time.

100%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;">Executive Officer</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">University President</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;">none</div>																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. 																			
18. CONTACT <table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Occasional	Frequent	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" 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 Normal Working Condition / <input type="checkbox"/> Field work <input type="checkbox"/> Field Trips <input type="checkbox"/> Exposed to Varied Weather <input type="checkbox"/> Other's (Specify) <input type="checkbox"/>
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General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>																	
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Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>																	
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">Date</div> </div> <div style="width: 45%; text-align: right;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">NOLITO L. RABANOS Signature of Employee</div> </div> </div>																			
21. Describe briefly the general function of the Unit or Section. <div style="text-align: center;">Administration of the University.</div>																			
22. Describe briefly the general function of the position. <div style="text-align: center;">To drive and maintain the vehicle assigned to the University President.</div>																			
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: High School Graduate Experience: none required																			
23b. Licenses or certificates required to do this work, if any. <div style="text-align: center;">Driver's License</div>																			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">Date</div> </div> <div style="width: 45%; text-align: right;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">JESUSITO L. LIM Signature and Title of Immediate Supervisor</div> </div> </div>																			
25. APPROVED <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">Date</div> </div> <div style="width: 45%; text-align: right;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">PACIENCIA P. MILAN Head of Agency</div> </div> </div>																			