

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE GUMAD (Family Name)    CELSO (Given Name)    (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK VISAYAS STATE UNIVERSITY (MAIN)	
6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.	6b. PREV. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. VISCAB-SADOF-72004	7a. SALARY P.A. P 511,824.00 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Supervising Administrative Officer		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 attached additional sheets.			
Percent of Working Time:			
D U T I E S			
20%	Formulation of Plans/Program and regular reports		
35%	Operation supervision and monitoring		
10%	Attendance to meetings		
10%	Preparation of letters, memoranda / orders		
5%	Routine documents		
5%	Conduct / preside meetings		
5%	Attendance to seminars / trainings		
5%	Committee special assignments		
5%	OPCR, IPCR Preparation / review		
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <b>VICE PRESIDENT FOR ADMIN. AND FINANCE</b>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <b>PRESIDENT, VISAYAS STATE UNIVERSITY</b>																												
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. <b>COMPUTERS, HAND HELD RADIO, SMALL CAR</b>																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></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;">[ ]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</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	[ ]	[ ]	Management	[ ]	[ ]	Other (Specify)	[ ]	[ ]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 80%;">Normal Working Condition</td> <td style="width: 20%; text-align: center;">[ X ]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>	Normal Working Condition	[ X ]	Field Work	[ ]	Field Trips	[ ]	Exposed to Varied Weather	[ ]	Others (Specify)	[ ]
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <u>DECEMBER 15, 2014</u>  <small>Date</small> </div> <div style="width: 45%; text-align: right;">   <small>Signature of Employee</small> </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <b>MAINTAIN PUBLIC SAFETY IN THE UNIVERSITY MAIN CAMPUS</b>																													
22. Describe briefly the general function of the position. <b>HEAD SECURITY OFFICE</b>																													
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). <div style="margin-top: 10px;"> <b>Education: Bachelor's degree with 18 units masteral degree</b>  <b>Experience: 3 yrs. of relevant experience; 16 hrs. hrs of relevant training.</b> </div>																													
23b. List any special qualifications required to do this work, if any. <b>Civil Service Eligibility.</b>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <u>                    </u>  <small>Date</small> </div> <div style="width: 45%; text-align: right;">   <b>ROBERTO C. GUARTE</b>  <small>Signature and Title of Immediate Supervisor</small> </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <u>                    </u>  <small>Date</small> </div> <div style="width: 45%; text-align: right;">   <b>JOSE L. BACUSMO</b>  <small>Head of Agency</small> </div> </div>																													