

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 *College of Arts & Sciences*

Dept. of Pure and Applied Chemistry

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO. **VISCAB-SU02-2-2002**

1. NAME OF EMPLOYEE

RAMOS, LEGARIO BANDIBAS

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

3. BUREAU OR OFFICE

Dept. of Pure & Applied Chemistry

5. WORK STATION/PLACE OF WORK

Instrument Room & Stockroom of DoPAC

7a. SALARY P.A. **P 150,552.00**

7b. OTHER COMPENSATION: **PERA/ACA**

8. OFFICIAL DESIGNATION OF POSITION

Supply Officer I

9. WORKING PROPOSED TITLE

Supply officer 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

20% *Facilitates procurement of Lab supplies and equipment*

25% *Inventory of equipment and Lab supplies*

5% *Recruits, screens and supervises student assistants*

25% *Maintains and repair equipment*

25% *Assist instructors in setting-up audio visual aids and in experiments ~~exp~~ involving sophisticated instruments.*

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <i>Head of DoPAC/Dean of CAS</i>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <i>Vice President for Academic Affairs</i>
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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, Multimeter, Soldering Gun, Oscilloscope, Signal Generator AAS, UV-VIS spectro. / Audio video & equipment*

18. CONTACT <table style="width: 100%;"> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> <tr> <td>General Public</td> <td style="text-align: center;">[]</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;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </table>		Occasional	Frequent	General Public	[]	[]	Other Agencies	[]	[]	Supervisors	[]	[x]	Management	[]	[]	Others (Specify)	[]	[]	19. WORKING CONDITION Normal Working Condition [] Field work [] Field Trips [] Exposed to Varied Weather [] Other's (Specify) [x] <i>Exposed to different chemicals & Reagents</i>
	Occasional	Frequent																	
General Public	[]	[]																	
Other Agencies	[]	[]																	
Supervisors	[]	[x]																	
Management	[]	[]																	
Others (Specify)	[]	[]																	

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

August 8, 2002

Date

[Signature]

LEGARIO B. RAMOS

Signature of Employee

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

Instruction, Research & Extension

22. Describe briefly the general function of the position.

Incharge of Procurement / ^{Monitoring} of Lab / ^{Office} supplies & Equipment

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 graduate*

Experience: *1 year*

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

Civil Service eligibility (Prop.)

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

Date

[Signature]

LEGARIO B. RAMOS

Signature and Title of Immediate Supervisor

25. APPROVED

Date

[Signature]

PACENCIA P. MILAN *or*

Head of Agency 8/16/02