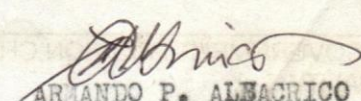
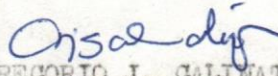
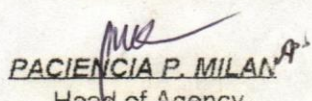


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE ALBA IGO ARMANDO PLATA (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE Leyte State University	
4. DEPT./BRANCH/DIVISION Dept. of Agricultural Engineering		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.		6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO.	
7a. SALARY P.A.: P2,318.00		7b. OTHER COMPENSATION: PERA/ACA P1,000.00	
8. OFFICIAL DESIGNATION OF POSITION		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 attach additional sheets.			
Percent of Working Time :		DUTIES	
50% - Maintains/repair DAE tractors and their implements, vehicle/motorcycle, equipments/ facilities/tools.			
40% - Repairs, operates and the crop processing and storage lab. equipment and the college dryer.			
10% - Maintains/repairs all electrical installation of DAE building.			



14. POSITION TITLE OF IMMEDIATE SUPERVISOR <u>Department Head</u>		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <u>College Dean</u>																													
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. <u>computer, xty fliers, open range, back range, hydraulic jack, etc.</u>																															
18. CONTACT		19. WORKING CONDITION																													
<table border="0"><thead><tr><th></th><th>Occasional</th><th>Frequent</th></tr></thead><tbody><tr><td>General Public</td><td>[ ]</td><td><input checked="" type="checkbox"/></td></tr><tr><td>Other Agencies</td><td>[ ]</td><td>[ ]</td></tr><tr><td>Supervisors</td><td>[ ]</td><td>[ ]</td></tr><tr><td>Management</td><td>[ ]</td><td>[ ]</td></tr><tr><td>Others (Specify)</td><td>[ ]</td><td>[ ]</td></tr></tbody></table>			Occasional	Frequent	General Public	[ ]	<input checked="" type="checkbox"/>	Other Agencies	[ ]	[ ]	Supervisors	[ ]	[ ]	Management	[ ]	[ ]	Others (Specify)	[ ]	[ ]	<table border="0"><tbody><tr><td>Normal Working Condition</td><td><input checked="" type="checkbox"/></td></tr><tr><td>Field work</td><td>[ ]</td></tr><tr><td>Field Trips</td><td>[ ]</td></tr><tr><td>Exposed to Varied Weather</td><td>[ ]</td></tr><tr><td>Other's (Specify)</td><td>[ ]</td></tr></tbody></table>		Normal Working Condition	<input checked="" type="checkbox"/>	Field work	[ ]	Field Trips	[ ]	Exposed to Varied Weather	[ ]	Other's (Specify)	[ ]
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Exposed to Varied Weather	[ ]																														
Other's (Specify)	[ ]																														
20. I CERTIFY that the above answers are accurate and complete.																															
<u>Oct. 27, 2004</u> Date		 <u>ARMANDO P. ALBACRICO</u> Signature of Employee																													
21. Describe briefly the general function of the Unit or Section. <u>Instruction, research &amp; extension.</u>																															
22. Describe briefly the general function of the position. <u>Auto-mechanical services.</u>																															
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: <u>High School graduate or completion of relevant vocational trade course.</u> Experience: <u>1 year of relevant experience; 4 hrs. of relevant training.</u>																															
23b. Licenses or certificates required to do this work, if any. <u>Mechanic (MC 11, s.96 Cat. 1</u>																															
24. I HEREBY CERTIFY that the above answers are accurate and complete.																															
<u>Oct 29, 2004</u> Date		 <u>GREGORIO J. GALINATO JR.</u> Signature and Title of Immediate Supervisor																													
25. APPROVED		 <u>PACIENCIA P. MILAN</u> Head of Agency																													
 Date																															