	REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1	1. NAME OF EMPLOYEE BANTUGAN , MARIO COSMIANO
	(Position Description Form)	(Family Name) (Given Name) (Middle Name)
2. DEPARTMENT, CORPORATION OR AGENCY/		3. BUREAU OR OFFICE
	GOVERNMENT LEYTE STATE UNIVERSITY	LEYTE STATE UNIVERSITY
4. DEPT./BRANCH/DIVISION HERVERAUS YES		5. WORK STATION/PLACE OF WORK
	YSICAL PLANT OFFICE	Baybay, Leyte
6a. PRES	6b. PREV. APPRO	7a. SALARY P.A.:
ACT/	ACT/ O STEERING ST	
BOARI ORD.	D RES/ BOARD RES/ ITEM NO.	7b. OTHER COMPENSATION: PERA/ACA
	IAL DESIGNATION OF POSITION	9. WORKING PROPOSED TITLE
	CO CLASSIFICATION OF THIS POSITION	11. OCCUPATION GROUP TITLE (leave blank)
	OCAL GOVERNMENT POSITION, CHECK GOVERN UNICIPALITY []	IMENTAL UNIT AND UNIT'S CLASS CITY [] PROVINCE []
	1st 2nd	3rd 4th 5th 6th
	TEMENT OF DUTIES AND RESPONSIBILITIES. If m	ore space is needed, please
Percent of	th additional sheets.	Section 2
Working 7		IES of the control of
30%	Maintain the cleanliness of the office	e and gumoundings
25%	그는 일하는 아이는 아이는 하는데 나는 하는 것들었다면 하는데 하면 사람이 얼마를 하여 하는데 하는데 생각하는데 그렇게 하는데	1975명의 NFT 1975명에 2016 전 10명이 모든다 하기와 하다. (15일, 17일 및 19일, 12일, 12일, 12일, 12일, 12일, 12일, 12일, 12
25/0	Forwards and follow-ups vou chers, PJI	
25%	Type PJR for BMCD & Utilities Div. & prepared payroll for Job Contract.	
Received and records Job request.		15 to back the seed of enough brought at which so
	Cartose hear	representation of the less enough to all positions clinic
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FACENCIA P. BRIAN Mediji of Agenty

ADYOL-MEROPHALL /	REPUBLIC OF THE PHILIPPINES
A STANDARD OF MANAGERY STANDAR	15. POSITION TITLE OF NEXT HIGHER
14. POSITION TITLE OF IMMEDIATE SUPERVISOR	SUPERVISOR
Superintendent	SUperintendent
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTION only by their item nos. and titles)	LY SUPERVISE (if more than (7) list 10/2/1/0/4/0/4/99/1/99
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in p	performance of work.
Polisher, grass cutter, brooms, bolo	Ole Martin
18. CONTACT SAME SEECES OF THE OWN STATES OF	19. WORKING CONDITION
Occasional Frequent	Normal Working Condition xx
General Public	TICIS WOTH
Other Agencies []	Field Trips []
Supervisors []	Exposed to Varied Weather
Management []	Other's (Specify)
Others (Specify)	·
ritis till till till till till till till	1/4/2/
20. I CERTIFY that the above answers are accurate and comple	ete.
easeid bebaen sauge av	MARYO IC BAUTTIGAN
y was no provide the providence	Signature of Employee
Date	Signature of Employee
21. Describe briefly the general function of the Unit or Section. Maintain the cleanliness of Physical Plant	Office.
22. Describe briefly the general function of the position. Maintain the cleanliness of the office; ro	coms, and surroundings.
23.a Indicate the required qualifications by years and kind of e vacancy for this position. (Keep the position in mind rathe incumbent. This item should be filled for all positions other Education: Elementary school graduate/ Must Experience:	er than teaching).
23b. Licenses or certificates required to do this work, if any.	
24. I HEREBY CERTIFY that the above answers are accurate	e and complete.
	Signature and little of Immediate
Date	Signature and vide of trifflediate Supervisor
25. APPROVED	Nu C
	PACIENCIA P. MILAN
Date	Head of Agency