

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; margin-top: 5px;"> SEDROME (Family Name) ISABELITA (Given Name) VALLENOS (Middle Name) </div>	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE Visayas State University	
4. DEPT./BRANCH/DIVISION VSU Guesthouse		5. WORK STATION/PLACE OF WORK VSU, Baybay City	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> 6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. </div> <div style="width: 45%;"> 6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. </div> </div>		7a. SALARY P.A.: 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Guesthouse Caretaker		9. WORKING PROPOSED TITLE Guesthouse Caretaker	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-between; margin-top: 5px;"> MUNICIPALITY [] CITY [] PROVINCE [] </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
<div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> Percent of : Working Time: D U T I E S </div> <div style="margin-bottom: 10px;"> <u>30%</u> Supervises/assists in the catering services of the unit; </div> <div style="margin-bottom: 10px;"> <u>20%</u> Types vouchers for the payment of telephone bills, cable, electricity, and supplies purchases such as chicken, fish, rice, bread, spices, meat, etc.; </div> <div style="margin-bottom: 10px;"> <u>15%</u> Assists in the procurment of supplies needed in the meal/catering services; </div> <div style="margin-bottom: 10px;"> <u>10%</u> Overseeing the daily needs of the kitchen and Pavilion; </div> <div style="margin-bottom: 10px;"> <u>10%</u> Receives and posts reservation of clients to the bulletin board; relay courses ordered by clients to the cook at the kitchen; </div> <div style="margin-bottom: 10px;"> <u>10%</u> Checks the daily sales of the Pavilion; </div> <div style="margin-bottom: 10px;"> <u>5%</u> Types replenishment vouchers. </div>			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Guesthouse Manager		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Executive Secretary	
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) Guesthouse utility worker, JO's			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Calculator, typewriter, ballpen, kitchen utensils, office forms			
18. CONTRACT		19. WORKING CONDITION	
Occasional		Frequent	
General Public		[X]	
Other Agencies		[X]	
Supervisors		[X]	
Management		[X]	
Other (Specify)		[X]	
		Normal Working Condition [X]	
		Field Work []	
		Field Trips []	
		Exposed to Varied Weather []	
		Others (Specify) []	
20. I CERTIFY that the above answers are accurate and complete. Date ISABELITA V. SEDROME Signature of Employee			
21. Describe briefly the general function of the Unit or Section. Efficient meal/catering services to VSU clients.			
22. Describe briefly the general function of the position. Assistance to the day to day operations of the Guesthouse & Pavilion			
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). Education: Must be able to read & write Experience:			
23b. Licenses or certificates required to do this work, if any. Not required			
24. I HEREBY CERTIFY that the above answers are accurate and complete. Date HONEY SOFIA V. COLIS Signature and Title of Immediate Supervisor			
25. APPROVED: Date JOSE L. BACUSMO Head of Agency			