

<b>REPUBLIC OF THE PHILIPPINES</b> <b>BC-CSC Form No. 1</b> <b>(Position Description Form)</b>		<b>1. NAME OF EMPLOYEE</b> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span><u>PARDALOS</u> (Family Name)</span> <span><u>ANDREU</u> (Given Name)</span> <span><u>DUATIN</u> (Middle Name)</span> </div>	
<b>2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT</b> Visayas State University, Baybay City, Leyte		<b>3. BUREAU OR OFFICE</b> <u>UNIVERSITY LIBRARY</u>	
<b>4. DEPT./BRANCH/DIVISION</b>		<b>5. WORK STATION/PLACE OF WORK</b> <u>VSU BAYBAY CITY, LEYTE</u>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <b>6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.</b> </div> <div style="width: 45%;"> <b>6b. PREV. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.</b> </div> </div>		<b>7a. SALARY P.A.:</b>  <b>7b. OTHER COMPENSATION: P 24,000.00</b>	
<b>8. OFFICIAL DESIGNATION OF POSITION</b> Instructor I		<b>9. WORKING PROPOSED TITLE</b> <u>COLLEGE LIBRARIAN IV</u>	
<b>10. WAPCO CLASSIFICATION OF THIS POSITION</b>		<b>11. OCCUPATION GROUP TITLE</b> (leave blank)	
<b>12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS</b> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>MUNICIPALITY [ ]</span> <span>CITY [ ]</span> <span>PROVINCE [ ]</span> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>1st [ ]</span> <span>2nd [ ]</span> <span>3rd [ ]</span> <span>4th [ ]</span> <span>5th [ ]</span> <span>6th [ ]</span> </div>			
<b>13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.</b>			
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 20%;">           Percent of :            Working Time:         </div> <div style="width: 80%; text-align: center;"> <b>D U T I E S</b> </div> </div>			
<div style="display: flex;"> <div style="width: 15%; text-align: right; padding-right: 10px;">           30% 20% 10% 10% 10% 10% 10% <hr/>100%         </div> <div style="width: 85%;"> <ol style="list-style-type: none"> <li>1. Supervises the operation of the University Library.</li> <li>2. Plans for its maintenance and development</li> <li>3. Reports its progress and accomplishments</li> <li>4. Selects and acquires library materials recommended by faculty</li> <li>5. Signs standard forms and official papers and documents</li> <li>6. Participates in library networks for collection development</li> <li>7. Conducts library orientation to new students.</li> </ol> </div> </div> <div style="margin-top: 50px; text-align: center;"> </div>			

<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</p> <p style="font-size: 1.2em; font-weight: bold;">COLLEGE LIBRARIAN IV</p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</p> <p>Office of the Vice Pres for Acad Affairs.</p>																												
<p>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)</p> <p style="margin-left: 40px;">College Librarian - 5                      Job contract - 2</p> <p style="margin-left: 40px;">Administrative aid - 10</p>																													
<p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</p> <p style="margin-left: 40px;">COMPUTERS, PRINTER, SCANNER                      Accession book + stamp pad</p> <p style="margin-left: 40px;">CATALOGING TOOLS,                      dates, numbering machine</p>																													
<p>18. CONTRACT</p> <table style="width:100%; border-collapse: collapse;"><thead><tr><th></th><th style="text-align: center; border-bottom: 1px solid black;">Occasional</th><th style="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)	[   ]	[   ]	<p>19. WORKING CONDITION</p> <table style="width:100%; border-collapse: collapse;"><tbody><tr><td>Normal Working Condition</td><td style="text-align: right;">[ X ]</td></tr><tr><td>Field Work</td><td style="text-align: right;">[   ]</td></tr><tr><td>Field Trips</td><td style="text-align: right;">[   ]</td></tr><tr><td>Exposed to Varied Weather</td><td style="text-align: right;">[   ]</td></tr><tr><td>Others (Specify)</td><td style="text-align: right;">[   ]</td></tr></tbody></table>	Normal Working Condition	[ X ]	Field Work	[   ]	Field Trips	[   ]	Exposed to Varied Weather	[   ]	Others (Specify)	[   ]
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<p>20. I CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 45%; text-align: center;"><p style="font-size: 1.2em; font-weight: bold;">12/18/2012</p><p style="margin-top: 5px;">Date</p></div><div style="width: 45%; text-align: center;"><p style="font-size: 1.2em; font-weight: bold;">[Signature]</p><p style="margin-top: 5px;">Signature of Employee</p></div></div>																													
<p>21. Describe briefly the general function of the Unit or Section.</p> <p style="margin-left: 40px;">Perform book, journal &amp; non-print material of the library's acquisition, processing library materials for availability of use.</p>																													
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<p>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).</p> <p style="margin-left: 40px;">Education: Bachelor's degree in Library Science.</p> <p style="margin-left: 40px;">Experience: 3 yrs. of relevance experience; 16 hrs. of relevant training.</p>																													
<p>23b. Licenses or certificates required to do this work, if any.</p> <p style="margin-left: 40px;">Librarians License examination/board</p>																													
<p>24. I HEREBY CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 45%; text-align: center;"><p style="border-bottom: 1px solid black; width: 100px; margin: 0 auto;"></p><p style="margin-top: 5px;">Date</p></div><div style="width: 45%; text-align: center;"><p style="font-size: 1.2em; font-weight: bold;">[Signature]</p><p style="margin-top: 5px;">OSCAR B. POSAS</p><p style="margin-top: 5px;">Signature and Title of Immediate Supervisor</p></div></div>																													
<p>25. APPROVED:</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 45%; text-align: center;"><p style="border-bottom: 1px solid black; width: 100px; margin: 0 auto;"></p><p style="margin-top: 5px;">Date</p></div><div style="width: 45%; text-align: center;"><p style="font-size: 1.2em; font-weight: bold;">[Signature]</p><p style="margin-top: 5px;">JOSE L. BACUSMO</p><p style="margin-top: 5px;">Head of Agency</p></div></div>																													