

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE Patonona Constancio R (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE LSU	
4. DEPT./BRANCH/DIVISION University Library		5. WORK STATION/PLACE OF WORK University Library	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO.	7a. SALARY P.A.: ₱72,468.00	
		7b. OTHER COMPENSATION: PERA/ACA ₱100.00/monthly	
8. OFFICIAL DESIGNATION OF POSITION Utilityworker I		9. WORKING PROPOSED TITLE Administrative Aide	
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%	1. Maintains the cleanliness of the first and second floors of the University Library.		
10%	2. Maintains and takes care of all plants (ornamental) of the University Library.		
20%	3. Repairs/binds library materials.		
10%	4. Maintains the cleanliness of the library building surroundings.		
10%	5. Picks-up newspapers and other daily subscription of the College and the LSU Post Office.		
100%			
vvvvvvv			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="border-bottom: 1px solid black; padding: 2px;">University Librarian</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="border-bottom: 1px solid black; padding: 2px;">Vice President for Finance & Administration</div>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) <div style="border-bottom: 1px solid black; padding: 2px; text-align: center;">N/A</div>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="border-bottom: 1px solid black; padding: 2px;">broom, dust pans, mop, vacuum cleaner, floor polisher, pails, etc.</div>																													
18. CONTACT <table style="width: 100%; border-collapse: collapse;"><thead><tr><th></th><th style="text-align: center;">Occasional</th><th style="text-align: center;">Frequent</th></tr></thead><tbody><tr><td>General Public</td><td style="text-align: center;">[]</td><td style="text-align: center;">[x]</td></tr><tr><td>Other Agencies</td><td style="text-align: center;">[x]</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;">[x]</td></tr><tr><td>Others (Specify)</td><td style="text-align: center;">[]</td><td style="text-align: center;">[]</td></tr></tbody></table>		Occasional	Frequent	General Public	[]	[x]	Other Agencies	[x]	[]	Supervisors	[]	[x]	Management	[]	[x]	Others (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"><tbody><tr><td>Normal Working Condition</td><td style="text-align: center;">x</td></tr><tr><td>Field work</td><td style="text-align: center;">[]</td></tr><tr><td>Field Trips</td><td style="text-align: center;">[]</td></tr><tr><td>Exposed to Varied Weather</td><td style="text-align: center;">[]</td></tr><tr><td>Other's (Specify)</td><td style="text-align: center;">[]</td></tr></tbody></table>	Normal Working Condition	x	Field work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Other's (Specify)	[]
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="text-align: center;"><div style="border-bottom: 1px solid black; padding: 2px;">Oct. 22, 2004</div><div style="font-size: small;">Date</div></div><div style="text-align: center;"><div style="border-bottom: 1px solid black; padding: 2px;"> CONSTANCIO R. PATONONA</div><div style="font-size: small;">Signature of Employee</div></div></div>																													
21. Describe briefly the general function of the Unit or Section. <div style="border-bottom: 1px solid black; padding: 2px; text-align: center;">janitorial work.</div>																													
22. Describe briefly the general function of the position. <div style="border-bottom: 1px solid black; padding: 2px; text-align: center;">janitorial and messenterial</div>																													
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). <div style="margin-top: 5px;">Education: Must be able to read and write.</div> <div style="margin-top: 5px;">Experience: N/A</div>																													
23b. Licenses or certificates required to do this work, if any. <div style="border-bottom: 1px solid black; padding: 2px; text-align: center;">N/A</div>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="text-align: center;"><div style="border-bottom: 1px solid black; width: 150px;"></div><div style="font-size: small;">Date</div></div><div style="text-align: center;"><div style="border-bottom: 1px solid black; padding: 2px;"> REBECCA B. NAPIERE</div><div style="font-size: small;">Signature and Title of Immediate Supervisor</div></div></div>																													
25. APPROVED <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="text-align: center;"><div style="border-bottom: 1px solid black; width: 150px;"></div><div style="font-size: small;">Date</div></div><div style="text-align: center;"><div style="border-bottom: 1px solid black; padding: 2px;"> PACIENCIA P. MILAN</div><div style="font-size: small;">Head of Agency</div></div></div>																													