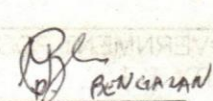
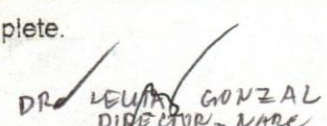
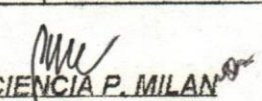


| | | | |
|--|--|---|--|
| REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form) | | 1. NAME OF EMPLOYEE BENGALAN MARION DIAZ (Family Name) (Given Name) (Middle Name) | |
| 2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY | | 3. BUREAU OR OFFICE NARC - National Alcohol Research Center | |
| 4. DEPT./BRANCH/DIVISION National Alcohol Research Center | | 5. WORK STATION/PLACE OF WORK | |
| 6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. | | 6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. VISCA-ADA1-184-2004 | |
| 7a. SALARY P.A.: P 62,508.00 | | 7b. OTHER COMPENSATION: PERA/ACA | |
| 8. OFFICIAL DESIGNATION OF POSITION Utility Worker 1 | | 9. WORKING PROPOSED TITLE Administrative Aide 1 | |
| 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: 6:30 A.M. - 11:00 A.M. 12:30 P.M. - 6:00 P.M. | | DUTIES | |
| 80% 1. Maintain the cleanliness of the office and its surroundings. | | | |
| 20% 2. Process vouchers and other pertinent papers. | | | |
| 100% | | | |

| 14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center; margin-top: 10px;">Center Director</div> | 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center; margin-top: 10px;">Vice Pres. for Research & Extension</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|-------------------------------------|----------|----------------|--------------------------|-------------------------------------|----------------|-------------------------------------|--------------------------|-------------|--------------------------|-------------------------------------|------------|--------------------------|-------------------------------------|------------------|--------------------------|--------------------------|--|--------------------------|--------------------------|------------|--------------------------|-------------|--------------------------|---------------------------|--------------------------|-------------------|---|
| 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. <div style="margin-top: 10px;">broom, dust pan, bolo, etc.</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18. CONTACT <table style="width: 100%; border: none;"> <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;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table> | | Occasional | Frequent | General Public | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Other Agencies | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Supervisors | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Management | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Others (Specify) | <input type="checkbox"/> | <input type="checkbox"/> | 19. WORKING CONDITION <table style="width: 100%; border: none;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Field work</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;"><input checked="" type="checkbox"/> OFFICE WORK</td> </tr> </tbody> </table> | Normal Working Condition | <input type="checkbox"/> | Field work | <input type="checkbox"/> | Field Trips | <input type="checkbox"/> | Exposed to Varied Weather | <input type="checkbox"/> | Other's (Specify) | <input checked="" type="checkbox"/> OFFICE WORK |
| | Occasional | Frequent | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| General Public | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other Agencies | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Supervisors | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Management | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Others (Specify) | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Normal Working Condition | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Field work | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Field Trips | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Exposed to Varied Weather | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other's (Specify) | <input checked="" type="checkbox"/> OFFICE WORK | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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;"> <u>October 25, 2014</u> Date </div> <div style="text-align: center;">  MARLON BENGALAN Signature of Employee </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21. Describe briefly the general function of the Unit or Section. <div style="margin-top: 10px;">Instruction, research & extension.</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22. Describe briefly the general function of the position. <div style="margin-top: 10px;">Utility worker & messengerial.</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: 10px;">Education: Must be able to read and write.</div> <div style="margin-top: 10px;">Experience:</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23b. Licenses or certificates required to do this work, if any. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <hr style="width: 150px; border: 0.5px solid black;"/> Date </div> <div style="text-align: center;">  DR. LEUNA GONZAL DIRECTOR - NAME Signature and Title of Immediate Supervisor </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25. APPROVED <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <hr style="width: 150px; border: 0.5px solid black;"/> Date </div> <div style="text-align: center;">  PACIENCIA P. MILAN Head of Agency </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |