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|--|--|---|--|-----------------------------------|--|
| REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form) | | | 1. NAME OF EMPLOYEE ORACION ROLANDO IBANEZ (Family Name) (Given Name) (Middle Name) | | |
| 2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY | | | 3. BUREAU OR OFFICE Visayas State University | | |
| 4. DEPT./BRANCH/DIVISION COLLEGE OF AGRICULTURE | | | 5. WORK STATION/PLACE OF WORK Visayas State University, Baybay City, Leyte | | |
| 6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. | | 6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. VISCAD-ADA1-171-2004 | | 7a. SALARY P.A.: 67,000.00 | |
| 8. OFFICIAL DESIGNATION OF POSITION Aministrative Aide I | | | 9. WORKING PROPOSED TITLE Aministrative Aide I | | |
| 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 [X] | | 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 : <div>DUTIES</div> | | | | | |
| 25% | 1) Delivers and follow-up vouchers, PJR, trip tickets, T.O. leave applications, CSR's and other documents of the College. | | | | |
| 25% | 2) Receives/releases official communications, letters, notice of meetings and other official documents to concerned dept/centers or offices. | | | | |
| 15% | 3) Do the xerox operation of the College of Ariculture. | | | | |
| 10% | 4) Assist in encoding of communications related to the College of Agriculture. | | | | |
| 10% | 5) Assist in the surfing through internet communications related to the College of Agriculture. | | | | |
| 10% | 6) Take charge in the cleanliness of the Office of the Dean. | | | | |
| 10% | 7) Do other messengerial jobs assigned from time to time by the Dean. | | | | |
| 100% | | | | | |

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| 14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">College Dean - College of Agriculture</p> | 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">Director, ODCI</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 style="text-align: center;">n/a</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p style="text-align: center;">Photocopier, bicycle, motorcycle, computer, calculator</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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;">[]</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: none;"> <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) | [] |
| | Occasional | Frequent | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| General Public | [] | [x] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other Agencies | [x] | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Supervisors | [] | [x] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Management | [] | [X] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Others (Specify) | [] | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Normal Working Condition | [x] | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Field work | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Field Trips | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Exposed to Varied Weather | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other's (Specify) | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;"><u>September 28, 2007</u> Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="text-align: center;"><i>R. Oracion</i> ROLANDO I. ORACION Signature of Employee</p> </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21. Describe briefly the general function of the Unit or Section. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22. Describe briefly the general function of the position. <p style="text-align: center;">Messengerial and office works</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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). Education: <i>Must be able to read & write.</i> Experience: <i>none required.</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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;"> <div style="width: 45%;"> <p style="text-align: center;"><u>September 28, 2007</u> Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="text-align: center;"><i>Oscar B. Posas</i> OSCAR B. POSAS, Dean - CA Signature and Title of Immediate Supervisor</p> </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25. APPROVED <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;">_____ Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="text-align: center;"><i>Paciencia P. Milan</i> PACIENCIA P. MILAN Head of Agency <i>10/15/07</i></p> </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |