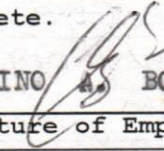
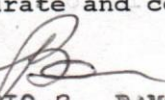
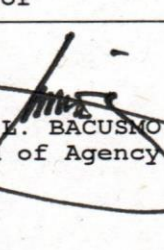


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|--|--|--|--|
| REPUBLIC OF THE PHILIPPINES<br>BC-CSC Form No. 1<br>(Position Description Form)  |  | 1. NAME OF EMPLOYEE<br><b>BORELA</b> , <b>CLEMENTINO</b> <b>ABARQUEZ</b><br>(Family Name) (Given Name) (Middle Name) |  |
| 2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT<br><br>Visayas State University, Baybay City, Leyte  |  | 3. BUREAU OR OFFICE<br><br>Visayas State University  |  |
| 4. DEPT./BRANCH/DIVISION   |  | 5. WORK STATION/PLACE OF WORK  |  |
| 6a. PRES. APPRO. ACT/<br>BOARD RES/<br>ORD. NO.<br>ITEM NO.  |  | 6b. PREV. APPRO ACT/<br>BOARD RES/<br>ORD. NO.<br>ITEM NO. <b>VISCAB-ADA6-80-2004</b>                                |  |
| 7a. SALARY P.A.: <b>P 143,904.00</b>   |  | 7b. OTHER COMPENSATION: <b>P 24,000.00</b>   |  |
| 8. OFFICIAL DESIGNATION OF POSITION<br><br><b>Administrative Aide VI</b>   |  | 9. WORKING PROPOSED TITLE<br><br><b>Administrative Aide VI</b>   |  |
| 10. WAPCO CLASSIFICATION OF THIS POSITION<br><b>ADMINISTRATIVE AIDE VI</b>   |  | 11. OCCUPATION GROUP TITLE<br>(leave blank)  |  |
| 12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS<br>MUNICIPALITY [ ] CITY [ ] PROVINCE [ ]<br>[ ] [ ] [ ] [ ] [ ] [ ] |  |  |  |
| 13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please<br>attach additional sheets.                                       |  |  |  |
| Percent of :<br>Working Time: <b>D U T I E S</b>   |  |  |  |
| 50% 1. Undertake repair and installation/maintenance of cooling facilities.  |  |  |  |
| 40% 2. Repair and maintenance of Laboratory facilities.  |  |  |  |
| 8% 3. Installation of audio/visual equipment for sound services.   |  |  |  |
| 2% 4. Drive service vehicle for hauling of units for repair/reinstallation.  |  |  |  |
| <b>BORELA CLEMENTINO ABARQUEZ</b>  |  |  |  |



| 14. POSITION TITLE OF IMMEDIATE SUPERVISOR<br><br><div style="text-align: center;">Unit Head</div>   | 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR<br><br><div style="text-align: center;">Vice Pres. for Admin. &amp; Finance</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.<br><div style="text-align: center;">Vacuum, pressure pump, multitester, clamammeter, set of pliers, set of wrenches, etc.</div>  |  |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |   |                          |       |            |     |             |     |                           |     |                  |     |
| 18. CONTRACT<br><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) | [ ] | [ ] | 19. WORKING CONDITION<br><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) | [ ] |
|  | Occasional   | Frequent   |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |   |                          |       |            |     |             |     |                           |     |                  |     |
| General Public   | [ X ]  | [ ]        |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |   |                          |       |            |     |             |     |                           |     |                  |     |
| Other Agencies   | [ ]  | [ ]        |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |   |                          |       |            |     |             |     |                           |     |                  |     |
| Supervisors  | [ ]  | [ ]        |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |   |                          |       |            |     |             |     |                           |     |                  |     |
| Management   | [ ]  | [ ]        |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |   |                          |       |            |     |             |     |                           |     |                  |     |
| Other (Specify)  | [ ]  | [ ]        |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |   |                          |       |            |     |             |     |                           |     |                  |     |
| 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.<br><br><div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>JUNE 17 2011</u><br/>Date         </div> <div style="text-align: center;"> <br/>           CLEMENTINO BORELA<br/>Signature of Employee         </div> </div>   |  |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |   |                          |       |            |     |             |     |                           |     |                  |     |
| 21. Describe briefly the general function of the Unit or Section.<br>Repair and maintenance of laboratory, IT equipment & accessories, audio/visual, as well as repair and installation of cooling facilities of VSU.  |  |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |   |                          |       |            |     |             |     |                           |     |                  |     |
| 22. Describe briefly the general function of the position.<br>Repair and maintenance of cooling, laboratory & audio visual facilities of VSU   |  |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |   |                          |       |            |     |             |     |                           |     |                  |     |
| 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).<br><br>Education: <u>High School Graduate</u><br>Experience:   |  |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |   |                          |       |            |     |             |     |                           |     |                  |     |
| 23b. Licenses or certificates required to do this work, if any.<br><br><div style="text-align: center;">Building Wiring Eligibility (TESDA)</div>  |  |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |   |                          |       |            |     |             |     |                           |     |                  |     |
| 24. I HEREBY CERTIFY that the above answers are accurate and complete.<br><br><div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>5/17/2011</u><br/>Date         </div> <div style="text-align: center;"> <br/>           LEGARIO B. RAMOS<br/>Signature and Title of Immediate Supervisor         </div> </div>   |  |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |   |                          |       |            |     |             |     |                           |     |                  |     |
| 25. APPROVED:<br><br><div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">           _____<br/>Date         </div> <div style="text-align: center;"> <br/>           JOSE L. BACUSMO<br/>Head of Agency         </div> </div>  |  |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |   |                          |       |            |     |             |     |                           |     |                  |     |