
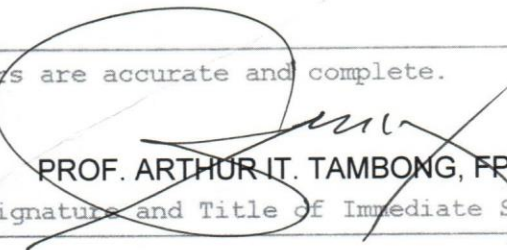
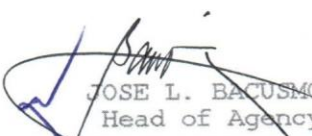


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <b>MAZO</b> <b>LORBERT</b> <b>GONZALES</b> <small>(Family Name)      (Given Name)      (Middle Name)</small>	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK DEPARTMENT OF AGRICULTURAL ENGINEERING	
6a. PRES. APPRO.      6b. PREV. APPRO ACT/      ACT/ BOARD RES/      BOARD RES/ ORD. NO.      ORD. NO. ITEM NO.      ITEM NO.		7a. SALARY P.A.: <b>P 108,000.00</b> 7b. OTHER COMPENSATION: <b>P 24,000.00</b>	
8. OFFICIAL DESIGNATION OF POSITION <b>Administrative Aide I</b>		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE <small>(leave blank)</small>	
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 attached additional sheets.			
Percent of Working Time:			
D U T I E S 20% - Property Custodian. In-charge of regular inventory of all equipment in the department 30% - Regular maintenance and minor troubleshooting of all laboratory equipment in the department 40% - Assist all laboratory instructors in the department in handling laboratory classes. Issue laboratory equipment to students and see it that such equipment are returned in good condition. 10% - Making Budget utilization of the department and PPMP and Purchase Request.			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <div style="text-align: center;">DEPARTMENT HEAD</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  <div style="text-align: center;">COLLEGE DEAN</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="text-align: center;">log book, computer, etc.</div>																			
18. CONTRACT  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="width: 20%; 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 Normal Working Condition <span style="float: right;">[ X ]</span> Field Work <span style="float: right;">[ ]</span> Field Trips <span style="float: right;">[ ]</span> Exposed to Varied Weather <span style="float: right;">[ ]</span> Others (Specify) <span style="float: right;">[ ]</span>
	Occasional	Frequent																	
General Public	[ X ]	[ ]																	
Other Agencies	[ ]	[ ]																	
Supervisors	[ ]	[ ]																	
Management	[ ]	[ ]																	
Other (Specify)	[ ]	[ ]																	
20. I CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>Aug. 13, 2015</u> Date           </div> <div style="width: 45%; text-align: right;">  Signature of Employee           </div> </div>																			
21. Describe briefly the general function of the Unit or Section.  <div style="text-align: center;">Administrative services.</div>																			
22. Describe briefly the general function of the position.  <div style="text-align: center;">Assist laboratory instructors in handling laboratory cleasses.</div>																			
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).  Education: <u>Elementary school graduate.</u>  Experience:																			
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%;"> <u>13 August 2015</u> Date           </div> <div style="width: 45%; text-align: right;">   <b>PROF. ARTHUR IT. TAMBONG, FPSAE</b>              Signature and Title of Immediate Supervisor           </div> </div>																			
25. APPROVED:  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">   Date           </div> <div style="width: 45%; text-align: right;">   <b>JOSE L. BACUSMO</b>              Head of Agency           </div> </div>																			