

REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC Form No. 1 (Position Description Form)		<b>LEORNA NILO LASQUITE</b> (Family Name)      Given Name      (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT <b>Visayas State University, Baybay City, Leyte</b>		3. BUREAU OR OFFICE <b>General Services Division</b>	
4. DEPT./BRANCH/DIVISION <b>General Services Division</b>		5. WORK STATION/PLACE OF WORK <b>VSU</b>	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		7a. SALARY P.A.:  7b. OTHER COMPENSATION: <b>P 24,000.00</b>	
6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.			
8. OFFICIAL DESIGNATION OF POSITION <b>Engineer II</b>		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNITS CLASS			
MUNICIPALITY [ ]      CITY [x]      PROVINCE [ ]  <div style="display: flex; justify-content: space-around;"> <span>1<sup>st</sup> [ ]</span> <span>2<sup>nd</sup> [ ]</span> <span>3<sup>rd</sup> [ ]</span> <span>4<sup>th</sup> [ ]</span> <span>5<sup>th</sup> [ ]</span> <span>6<sup>th</sup> [ ]</span> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. (f more space is needed, please attached additional sheets.)			
Percent Working Time		DUTIES	
15%	1. Prepares plans and sketches for the proposed University projects		
10%	2. Prepares bill of materials and estimates for the proposed University projects		
30%	3. Monitors the activities of the projects.		
30%	4. Conducts supervision on personnel assigned to various University projects.		
15%	5. Perform other duties as maybe assigned by higher University officials.		

<b>14. POSITION/TITLE OF IMMEDIATE SUPERVISOR</b> <div style="text-align: center; font-weight: bold; margin-top: 10px;">Supervising Administrative Officer</div>		<b>15. POSITION/TITLE OF NEXT HIGHER SUPERVISOR</b> <div style="text-align: center; font-weight: bold; margin-top: 10px;">Vice President for Administration and Finance</div>																													
<b>16. NAME, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE</b> (if more than (7) list only by their item nos. and titles) <div style="text-align: center; font-weight: bold; margin-top: 10px;">None</div>																															
<b>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</b> <div style="text-align: center; font-weight: bold; margin-top: 10px;">Computer set, whiteboard/chalkboard, ballpen, pencil, drawing instruments and other gadgets</div>																															
<b>18. CONTACT</b> <table border="0" style="width: 100%;"><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;">[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;">[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	[ ]	[ ]	Supervisors	[ ]	[x]	Management	[ ]	[x]	Others (Specify)	[ ]	[ ]	<b>19. WORKING CONDITION</b> <table border="0" style="width: 100%;"><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>Others (Specify)</td><td style="text-align: center;">[ ]</td></tr></tbody></table>		Normal Working Condition	[x]	Field work	[ ]	Field trips	[ ]	Exposed to Varied Weather	[ ]	Others (Specify)	[ ]
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<b>20. I CERTIFY</b> that the above answers are accurate and complete <div style="text-align: center; margin-top: 10px;"><u>01-12-2012</u> Date</div>		<div style="text-align: center; margin-top: 10px;"> <b>NILO L. LEORNA</b> Signature of Employee</div>																													
<b>21. Describe briefly the general functions of the Unit or Section.</b> <div style="text-align: center; font-weight: bold; margin-top: 10px;">Involve in the improvement and maintenance of physical facilities of the University</div>																															
<b>22. Describe briefly the general function of the position.</b> <div style="text-align: center; font-weight: bold; margin-top: 10px;">Involve in planning, preparation and implementation of University projects</div>																															
<b>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.)</b> <div style="margin-top: 10px;">Education: <b>Graduate of any Engineering degree</b></div> <div style="margin-top: 10px;">Experience: <b>1 yr. of relevant experience; 4 hrs. of relevant training.</b></div>																															
<b>23b. Licenses or certificates required to do this work, if any.</b> <div style="margin-top: 10px;"><div style="display: flex; justify-content: space-between;"><span><b>RA 1080</b></span><span><b>License Engineer</b></span></div></div>																															
<b>24. I HEREBY CERTIFY</b> that the above answers are accurate and complete. <div style="text-align: center; margin-top: 10px;">_____ Date</div>		<div style="text-align: center; margin-top: 10px;"> <b>NESTOR M. ISRAEL</b> Signature and Title of Immediate Supervisor</div>																													
<b>25. APPROVED</b> <div style="text-align: center; margin-top: 10px;">_____ Date</div>		<div style="text-align: center; margin-top: 10px;"> <b>JOSE L. BACUSMO</b> Head of Agency</div>																													