

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(Position Description Form)

1. NAME OF EMPLOYEE
ISRAEL, ANTONIETA DIAZ

(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

Visayas State College of Agriculture

3. BUREAU OR OFFICE

Institute of Tropical Ecology

4. DEPT./BRANCH/DIVISION

Institute of Tropical Ecology

5. WORK STATION/PLACE OF WORK

Project Management Office

6a. PRES. APPRO.
ACT/
BOARD RES/
ORD. NO.
ITEM NO.

6b. PREV. APPRO
ACT/
BOARD RES/
ORD. NO.
ITEM NO.

7a. SALARY P.A.:

7b. OTHER COMPENSATION:

8. OFFICIAL DESIGNATION OF POSITION

Clerk I

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 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

DUTIES

40%

1. Typing/layouting of project reports, communication and project forms;

20%

2. Desktop publishing of reports and other articles;

10%

3. Care and maintenance of all office-based computers and the databank system;

20%

4. In-charge of the project filing system of all project related documents;

10%

5. Participate in project related activities, does overtime work when necessary/requested and perform other functions that may be assigned by the management/supervisor from time to time.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Director

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

President

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)

Ma. Juliet C. Ceniza - Director, ITE

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

Computer & Typewriter

18. CONTRACT

Occasional Frequent

General Public

[]

[]

Other Agencies

[]

[]

Supervisors

[]

[]

Management

[]

[]

Other (Specify)

[]

[]

19. WORKING CONDITION

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.

July 02, 2001

Date

Antonietta D. Israel
ANTONIETA D. ISRAEL
Signature of Employee

21. Describe briefly the general function of the Unit or Section.

Clerical

22. Describe briefly the general function of the position.

Clerical job

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: College Graduate

Experience: None

23b. Licenses or certificates required to do this work, if any.

None

24. I HEREBY CERTIFY that the above answers are accurate and complete.

July 02, 2001

Date

Ma. Juliet C. Ceniza
MA. JULIET C. CENIZA - Director

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

Paciencia P. Milan
PACIENCIA P. MILAN
Head of Agency