

REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC Form No. 1 (Position Description Form)		ASILOM EDUARDO B.	
		(Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE Institute of Human Kinetics	
4. DEPT./BRANCH/DIVISION Institute of Human Kinetics		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.		6b. PREV. APPRO. ACT/ BOARD RES/ ITEM NO. VISCAM-KDA-245-2004	
7a. SALARY PA.: ₱124,812.00 P		7b. OTHER COMPENSATION: P ACA/PERA	
8. OFFICIAL DESIGNATION OF POSITION Administrative Aide I		9. WORKING PROPOSED TITLE Administrative Aide III	
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 ()			
1 st 2 nd 3 rd 4 th 5 th 6 th () () () () () ()			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time		DUTIES	
50%		1. Records and delivers messages to other units/offices, process & follow-ups documents	
30%		2. Prepares, lay-outs athletic venues, transports & sets-up equipment & athletic supplies for instructions use and sports competition.	
10%		3. Maintains the cleanliness of the faculty & students comfort rooms, IHK surroundings & within its premises.	
5%		4. Reproduces papers for exams, course outlines & syllabi and other forms for IHK use	
5%		5. Other tasks that may be assigned by immediate superior.	
100%			

