REPUBLIC OF THE PHILIPPINES	1. NAME OF EMPLOYEE MAN AND AND AND AND AND AND AND AND AND A
BC-CSC Form No. 1 (Position Description Form)	ASILOM EDUARDO B.
	(Family Name) (Given Name) (Middle Name)
DEPARTMENT, CORPORATION OR AGENCY/     LOCAL GOVERNMENT     VISAYAS STATE UNIVERSITY	3. BUREAU OR OFFICE ON MATERIAL AND
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/ BOARD RES/ BOARD RES/ ITEM NO. V(SCAM)- KD/	7a. SALARY PA.: アンチ、ビストル P  TO SUPPORT OF P  7b. OTHER COMPENSATION: P ACA/PERA 119 15 1919 1 1919
OFFICIAL DESIGNATION OF POSITION     Administrative Aide I	9. WORKING PROPOSED TITLE  Administrative Aide III (Vipege)
10. WAPCO CLASSIFICATION OF THIS POSITION	11. OCCUPATION GROUP TITLE (leave blank)
MUNICIPALITY ( ) CITY ( ) PROVINCE ( )  1st 2nd 3rd 4th 5th 6th	
Percent of Working Time Quantification development of DUTIES as a seek of another filling behavior and ensored as a seek of another filling behavior and ensored as a seek of another filling behavior and ensored as a seek of another filling behavior and ensored as a seek of another filling behavior and ensored as a seek of another filling behavior and ensored as a seek of another filling behavior and ensored as a seek of another filling behavior and ensored as a seek of another filling behavior and ensored as a seek of another filling behavior and ensored as a seek of another filling behavior and ensored as a seek of another filling behavior and ensored as a seek of another filling behavior and ensored as a seek of another filling behavior and ensored as a seek of another filling behavior and ensored as a seek of another filling behavior and ensored as a seek of another filling behavior and ensored as a seek of another filling behavior and ensored as a seek of a	
<ol> <li>Records and delivers messages to other units/offices, process &amp; follow-ups documents</li> <li>Prepares, lay-outs athletic venues, transports &amp; sets-up equipment &amp; athletic supplies for instructions use and sports competition.</li> </ol>	
10% 3. Maintains the cleanliness of the faculty & students comfort rooms, IHK surroundings & within its premises.	
5% 4. Reproduces papers for exams, course out 5% 5. Other tasks that may be assigned by imme	11811
100% One Of Andrew State	S APPROVED 1 Date

14. POSITION TITLE OF IMMEDIATE SUPERVISOR	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Institute Director (Small and D) (Small and D)	Vice-Pres. for Administration
16. NAMES, TITLES AND ITEM NOS OF THOSE YOUR their nos. and titles.	DIRECTLY SUPERVISE (if more than (7), list only by a supervise (if
17. MACHINES, EQUIPMENT, TOOLS, etc. used regula	rly in performance of work.
Occasional Frequent General Public (x) Other Agencies () () Supervisors () () Management () (x) Others (Specify) ()	19. WORKING CONDTION: Normal Working Condition Field Work Field Trips Exposed to Varied Weather ( ) Others (Specify)  MOTTO HOMOTANDIZED JAIDTHO 18
20. I CERTIFY that the above answers are accurate an $9-15-2819$	id, WARCO CLASSIPICATION OF THIS POST POPPAR
9-15-2814 Date Date	Signature of Employee
21. Describe briefly the general function of the Unit or	Section.
To provide instruction, research and external	ension services.
<ol> <li>Describe briefly the general function of the position</li> <li>Janitorial works</li> </ol>	13. STATEMENT OF DUTIES AND RESPONSIBILITIES. IN
this position. (Keep the position in mind rather item should be filled for all positions other than Education: Elementary school graduate	ROSERDIA TODIO DE 25 SE ROMA E E VILDO DEL 2010-2011 I PROPE
Experience:	30% 2. Prepares, lay-outs arbieric venues, transports & insurante insurante in a progression of the competition.
23b. Licenses or certificates required to do this work,	
1/15/14	RICARIDO C. NANCGAN, JR Director Signature and Title of Immediate Supervisor
25. APPROVED	
	SOSE L. BACUSMO
Ihk2014	Flead of Agency
INKZU14	