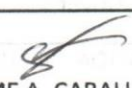
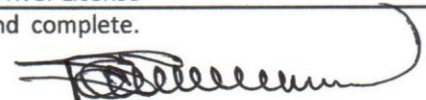
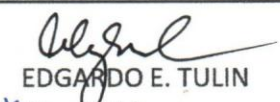


|  |  |   |  |
|--|--|---|--|
| REPUBLIC OF THE PHILIPPINES<br>BC-CSC Form No. 1<br>(Position Description Form)  |  | 1. NAME OF EMPLOYEE<br><br>CABALLERO JAIME A.<br>(Family Name) (Given Name) (Middle Name)       |  |
| 2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT<br><br>Visayas State University, Baybay City, Leyte  |  | 3. BUREAU OR OFFICE<br><br>GENERAL SERVICES DIVISION  |  |
| 4. DEPT./BRANCH/DIVISION<br>GENERAL SERVICES DIVISION  |  | 5. WORK STATION/PLACE OF WORK<br>HELVMU   |  |
| 6a. PRES. APPRO. ACT/<br>BOARD RES/<br>ORD. NO.<br>ITEM NO. LUMP SUM   |  | 7a. SALARY P.A.: ₱120,596.00<br><br>7b. OTHER COMPENSATION: ₱24,000 -<br>VISCAD - ADA3-182-2004 |  |
| 8. OFFICIAL DESIGNATION OF POSITION<br>Driver I  |  | 9. WORKING PROPOSED TITLE<br>Driver I   |  |
| 10. WAPCO CLASSIFICATION OF THIS POSITION  |  | 11. OCCUPATION GROUP TITLE<br>(leave blank)   |  |
| 12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS<br>MUNICIPALITY { } CITY { } PROVINCE { }<br><br>1st { } 2nd { } 3rd { } 4th { } 5th { } 6th { }   |  |   |  |
| 13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.<br><br>Percent of :<br>Working Time: DUTIES<br><br>70% Drives/operates assigned vehicle & equipment<br><br>20% Assists in the repair/servicing of vehicle; farm and heavy equipment<br><br>10% Do other related job assigned by superior |  |   |  |

| 14. POSITION TITLE OF IMMEDIATE SUPERVISOR<br><br><div style="text-align: center;">Administrative Asst. V</div>  | 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR<br><br><div style="text-align: center;">Director, GSD</div> |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |  |                          |       |            |     |             |     |                           |     |                  |     |
|--|--|------------|----------|----------------|-------|-----|----------------|-----|-----|-------------|-----|-----|------------|-----|-----|-----------------|-----|-----|--|--------------------------|-------|------------|-----|-------------|-----|---------------------------|-----|------------------|-----|
| 16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (If more than (7), list only by their item nos. And titles)<br><br><div style="text-align: center;">None</div>   |  |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |  |                          |       |            |     |             |     |                           |     |                  |     |
| 17. MACHINES, EQUIPMENT, TOOLS, etc. Used regularly in performance of work.<br><br><div style="text-align: center;">Bus, Dump</div>  |  |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |  |                          |       |            |     |             |     |                           |     |                  |     |
| 18. CONTRACT<br><br><table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 30%; text-align: center;">Occasional</th> <th style="width: 30%; 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;">{ }</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<br><br><table style="width: 100%; border-collapse: collapse;"> <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) | { } |
|  | Occasional   | Frequent   |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |  |                          |       |            |     |             |     |                           |     |                  |     |
| General Public   | { x }  | { }        |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |  |                          |       |            |     |             |     |                           |     |                  |     |
| Other Agencies   | { }  | { }        |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |  |                          |       |            |     |             |     |                           |     |                  |     |
| Supervisors  | { }  | { }        |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |  |                          |       |            |     |             |     |                           |     |                  |     |
| Management   | { }  | { }        |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |  |                          |       |            |     |             |     |                           |     |                  |     |
| Other (Specify)  | { }  | { }        |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |  |                          |       |            |     |             |     |                           |     |                  |     |
| 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.<br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"> <u>08-22-2016</u><br/> Date </div> <div style="width: 45%; text-align: center;"> <br/> JAIME A. CABALLERO<br/> Signature of Employee </div> </div>  |  |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |  |                          |       |            |     |             |     |                           |     |                  |     |
| 21. Describe briefly the general function of the Unit or Section.<br>1. To provide transportation services, land preparation and improvements<br>2. To perform other related activities assigned by superior   |  |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |  |                          |       |            |     |             |     |                           |     |                  |     |
| 22. Describe briefly the general function of the position.<br><br><div style="text-align: center;">Drive, operate &amp; maintain light vehicle, farm &amp; heavy equipment</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 qualificatin of the present incumbent. This item should be filled for all positions other than teaching).<br><br>Education:                      Alternative Learning System (ALS Graduate)<br><br>Experience:   |  |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |  |                          |       |            |     |             |     |                           |     |                  |     |
| 23b. Licenses or certificates required to do this work, if any.<br>1. AFNR Training Driving on Farm Machine Operation<br>2. AFNR Training on Farm Machineries Operation<br>3. National Certificate (NC II) in Driving - Professional Driver License  |  |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |  |                          |       |            |     |             |     |                           |     |                  |     |
| 24. I HEREBY CERTIFY that the above answers are accurate and complete.<br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"> _____<br/> Date </div> <div style="width: 45%; text-align: center;"> <br/> REMEGIO M. SANICO<br/> Administrative Asst. V<br/> Signature and Title of Immediate Supervisor </div> </div>   |  |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |  |                          |       |            |     |             |     |                           |     |                  |     |
| 25. APPROVED:<br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"> _____<br/> Date </div> <div style="width: 45%; text-align: center;"> <br/> EDGARDO E. TULIN<br/> Head of Agency </div> </div>  |  |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |  |                          |       |            |     |             |     |                           |     |                  |     |