

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE ARPOCEPLE, GASPAR SANCHEZ (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VSU	
4. DEPT./BRANCH/DIVISION GENERAL SERVICES OFFICE		5. WORK STATION/PLACE OF WORK VSU	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. <i>VLSCHD-1015-62-2004</i>	7a. SALARY P.A.: <i>₱ 123,252.00</i> 7b. OTHER COMPENSATION PERA/ACA <i>₱ 24,000</i>	
8. OFFICIAL DESIGNATION OF POSITION <i>Administrative Aide V (Plumber)</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 <input type="checkbox"/> CITY <input type="checkbox"/> PROVINCE <input type="checkbox"/> 1st 2nd 4th 5th 6th <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of : Working Time :			
DUTIES			
90%	Repair, maintenance and improvement of water and sewer system in the VSU campus.		
10%	Other duties assigned by higher authorities.		
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Head, Water, Sewerage System Maintenance Unit	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Director
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16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (If more than 7 list only by their item nos. and titles)

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

Pliers, clamp

CONTACT	Occasional	Frequent
General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>
Management	<input type="checkbox"/>	<input type="checkbox"/>
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>

19. WORKING CONDITION

Normal Working Condition	<input checked="" type="checkbox"/>
Field work	<input checked="" type="checkbox"/>
Field Trips	<input type="checkbox"/>
Exposed to Varied Weather	<input type="checkbox"/>
Other's (Specify)	<input type="checkbox"/>

20. I CERTIFY that the above answers are accurate and complete.

5-2-11

Date

GASPAR, S. ANFOCEPLE

Signature of Employee

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

The unit is tasked in the repair, maintenance and improvement of the water and sewerage facilities of the VSU campus.

22. Describe briefly the general function of the position.

To repair, maintain and improve the water and sewer system of the VSU campus.

23.a. 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: Elementary School Graduate

Experience: None required

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

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

5-2-11

Date

ARMANDO P. ALVARICO

Signature and Title of Immediate Supervisor

25. APPROVED

5-2-11

Date

JOSE L. BACUNO

Head of Agency