

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)	1. NAME OF EMPLOYEE ORENDAIN EDWIN VARRON (Family Name) (Given Name) (Middle Name)								
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte	3. BUREAU OR OFFICE GENERAL SERVICES DIVISION								
4. DEPT./BRANCH/DIVISION GENERAL SERVICES DIVISION	5. WORK STATION/PLACE OF WORK HELV MU								
6a. PRES. APPRO. 6b. PREV. APPRO ACT/ ACT/ BOARD RES/ BOARD RES/ ORD. NO. ORD. NO. ITEM NO. LUMP SUM ITEM NO. LS	7a. SALARY P.A.: 7b. OTHER COMPENSATION:								
8. OFFICIAL DESIGNATION OF POSITION Welder I	9. WORKING PROPOSED TITLE Welder I								
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: D U T I E S									
<table><tr><td>40%</td><td>Fabrication and welding structural work</td></tr><tr><td>40%</td><td>Welding works & Body Repair</td></tr><tr><td>15%</td><td>Undertake under chassis repair</td></tr><tr><td>5%</td><td>Do other related job assigned by superior</td></tr></table>		40%	Fabrication and welding structural work	40%	Welding works & Body Repair	15%	Undertake under chassis repair	5%	Do other related job assigned by superior
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14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;">Administrative Asst. V</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <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) <div style="text-align: center;">None</div>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. Used regularly in performance of work. <div style="text-align: center;">Welding machine; Oxy-Acetylene welding; Drill Press; Elec. Hand Drill; Bench/Disc Grinder; Wrenches & Hand Tools</div>																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="text-align: center; border-bottom: 1px solid black;">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 <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)	{ }
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 45%;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="text-align: center;">Date</div> </div> <div style="width: 45%; text-align: center;"> <div style="border-bottom: 1px solid black; margin: 0 auto; width: 150px;"></div> <div style="text-align: center;">EDWIN V. ORENDAIN Signature of Employee</div> </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <ol style="list-style-type: none"> 1. To undertake repair & maintenance of farm equipment, vehicle and machineries 2. To provide transportation services and land preparation and improvements 3. To perf 																													
22. Describe briefly the general function of the position. <div style="text-align: center; padding: 10px 0;">Repair & maintenance for motor vehicle, farm equipment & machineries</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). <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div>Education:</div> <div>Automotive Tech. Graduate</div> </div> <div>Experience:</div>																													
23b. Licenses or certificates required to do this work, if any. <div style="text-align: center; padding: 10px 0;">TESDA Certificate NC II, Automotive Mechanic</div>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 45%;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="text-align: center;">Date</div> </div> <div style="width: 45%; text-align: center;"> <div style="border-bottom: 1px solid black; margin: 0 auto; width: 150px;"></div> <div style="text-align: center;">REMEGIO M. SANICO Administrative Asst. V Signature and Title of Immediate Supervisor</div> </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 45%;"> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="text-align: center;">Date</div> </div> <div style="width: 45%; text-align: center;"> <div style="border-bottom: 1px solid black; margin: 0 auto; width: 150px;"></div> <div style="text-align: center;">EDGARDO E. TULIN Head of Agency</div> </div> </div>																													