

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; margin-top: 5px;"> TANAP (Family Name) RIZAL (Given Name) ROBLES (Middle Name) </div>																					
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE VISUGUEST HOUSE																					
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK																					
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> 6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. </div> <div style="width: 45%;"> 6b. PREV. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. VISCAB-MHA1-1-2002 </div> </div>		7a. SALARY P.A.A.: P 124,812.00 7b. OTHER COMPENSATION: P 24,000.00																					
8. OFFICIAL DESIGNATION OF POSITION Household Attendant 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 <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>MUNICIPALITY <input type="checkbox"/></div> <div>CITY <input type="checkbox"/></div> <div>PROVINCE <input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div>1st <input type="checkbox"/></div> <div>2nd <input type="checkbox"/></div> <div>3rd <input type="checkbox"/></div> <div>4th <input type="checkbox"/></div> <div>5th <input type="checkbox"/></div> <div>6th <input type="checkbox"/></div> </div>																							
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 style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; text-align: right;">10%</td> <td>1. Documents forwarded to Administration</td> </tr> <tr> <td style="text-align: right;">15%</td> <td>2. Cleaned windows</td> </tr> <tr> <td style="text-align: right;">10%</td> <td>3. Dusted tables/chairs</td> </tr> <tr> <td style="text-align: right;">10%</td> <td>4. Cleaned Office</td> </tr> <tr> <td style="text-align: right;">10%</td> <td>5. Cleaning of CR</td> </tr> <tr> <td style="text-align: right;">15%</td> <td>6. Closing of doors and windows.</td> </tr> <tr> <td style="text-align: right;">5%</td> <td>7. Watering plants</td> </tr> <tr> <td style="text-align: right;">5%</td> <td>8. Disposed garbage</td> </tr> <tr> <td style="text-align: right;">20%</td> <td>9. Accomodating uests.</td> </tr> <tr> <td style="border-top: 1px solid black; text-align: right;">100%</td> <td></td> </tr> </table>				10%	1. Documents forwarded to Administration	15%	2. Cleaned windows	10%	3. Dusted tables/chairs	10%	4. Cleaned Office	10%	5. Cleaning of CR	15%	6. Closing of doors and windows.	5%	7. Watering plants	5%	8. Disposed garbage	20%	9. Accomodating uests.	100%	
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14. POSITION TITLE OF IMMEDIATE SUPERVISOR Guest House Manager	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR President																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) 57004 12702 02V																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. kitchen utensils, cleaning materials, etc.																													
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: right;">[X]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: right;">[]</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; margin-top: 10px;"> <div style="text-align: center;"> <u>9/03/13</u> Date </div> <div style="text-align: center;"> Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. feeds Catered/services of the University and visitors.																													
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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 qualifications of the present incumbent. This item should be filled for all positions other than teaching). Education: Elementary school graduate. Experience:																													
23b. Licenses or certificates required to do this work, if any.																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <u> </u> Date </div> <div style="text-align: center;"> HONEY SORIANO V. COLIS G.H. Manager Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <u> </u> Date </div> <div style="text-align: center;"> JOSE L. BACUSMO Head of Agency </div> </div>																													