

# REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

2. DEPARTMENT, CORPORATION OR AGENCY/  
LOCAL GOVERNMENT

**LEYTE STATE UNIVERSITY**

4. DEPT./BRANCH/DIVISION

College of Veterinary Medicine

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NOVISCAB-ADA1-170-04

1. NAME OF EMPLOYEE

**BUSTILLO NOEL C.**

(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

SUC

5. WORK STATION/PLACE OF WORK

LSU, Visca, Baybay, Leyte

7a. SALARY P.A.: P 62,508.00

7b. OTHER COMPENSATION: **PERA/ACA**

8. OFFICIAL DESIGNATION OF POSITION

Utilityworker II

9. WORKING PROPOSED TITLE

Administrative Aide I

10. WAPCO CLASSIFICATION OF THIS POSITION

Utilityworker II

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 attach additional sheets.

Percent of

Working Time :

DUTIES

50%

Prepares and follow-up payrolls, travels/request, PJR's, RIV's and other pertinent papers of the CVM.

20%

Mimeographs exams, lecture, hand-outs, laboratory exercises and other office forms.

20%

Send letters, messages, completion of Grades and errand of CVM dean/head and faculty.

5%

Drive LSU Vehicle inside campus and Region 8

5%

Other duties as maybe assigned by the College Dean and DVPCCS Head.



14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center; margin-top: 10px;">Department Head</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center; margin-top: 10px;">Dean</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; margin-top: 10px;">N.A.</div>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="margin-top: 10px;">Computer, Mimeographing machine, LSU Vehicle &amp; typewriter</div>																													
18. CONTACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 20%; text-align: center;">Occasional</th> <th style="width: 20%; text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Occasional	Frequent	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Field work</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>	Normal Working Condition	<input 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"/>
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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: 20px;"> <div style="text-align: center;"> <u>11/10/04</u> Date         </div> <div style="text-align: center;">   <u>NOEL C. BUSTILLO</u> Signature of Employee         </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <div style="margin-top: 10px;">For instruction, research &amp; extension</div>																													
22. Describe briefly the general function of the position. <div style="margin-top: 10px;">Support the college dean, faculty/staff for instruction, research &amp; extension</div>																													
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). <div style="margin-top: 10px;">           Education: Must be able to read and write.            Experience: none required         </div>																													
23b. Licenses or certificates required to do this work, if any. <div style="margin-top: 10px;"></div>																													
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;">           _____ Date         </div> <div style="text-align: center;">   <u>TOMAS J. FERNANDEZ, JR.</u> 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;">           _____ Date         </div> <div style="text-align: center;">   <u>PACIENCIA P. MILAN</u> Head of Agency         </div> </div>																													