

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE MUANA ROGER T. (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 HELVMU									
6a. PRES. APPRO. 6b. PREV. APPRO ACT/ ACT/ BOARD RES/ BOARD RES/ ORD. NO. ORD. NO. ITEM NO. Lump S ITEM NO.		7a. SALARY P.A.: 7b. OTHER COMPENSATION:									
8. OFFICIAL DESIGNATION OF POSITION HEO I		9. WORKING PROPOSED TITLE Heavy Equipment Operator 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:											
<div style="text-align: center;">D U T I E S</div> <table border="0" style="width: 100%;"> <tr> <td style="width: 20%;">50%</td> <td>Servicing & repair of Diesel & Gasoline Engines, Under chassis & Car Aircons of Light Vehicles & H</td> </tr> <tr> <td>35%</td> <td>Overhauling of Diesel & Gasoline Engine</td> </tr> <tr> <td>12%</td> <td>Operation/driving of Heavy Equipment & Light Vehicles</td> </tr> <tr> <td>3%</td> <td>Cleaning of working area & motorpool surrounding</td> </tr> </table>				50%	Servicing & repair of Diesel & Gasoline Engines, Under chassis & Car Aircons of Light Vehicles & H	35%	Overhauling of Diesel & Gasoline Engine	12%	Operation/driving of Heavy Equipment & Light Vehicles	3%	Cleaning of working area & motorpool surrounding
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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</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;">Electric Drills, Welding Machine, Payloader, Tractors, Light Vehicle, Wrenches, Hand Tools</div>																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="width: 20%; 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;">{ x }</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">{ }</td> <td style="text-align: center;">{ x }</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	{ }	{ x }	Management	{ }	{ x }	Other (Specify)	{ }	{ }	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 80%;">Normal Working Condition</td> <td style="width: 20%; text-align: center;">{ x }</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">{ x }</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;">{ x }</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">{ }</td> </tr> </tbody> </table>	Normal Working Condition	{ x }	Field Work	{ x }	Field Trips	{ }	Exposed to Varied Weather	{ x }	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: 40%;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">Date</div> </div> <div style="width: 40%; text-align: center;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div>ROGER T. MUANA</div> <div>Signature of Employee</div> </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <div style="text-align: center;">Repair & maintenance of transportation, heavy & farm equipment & ground maintenance & development</div>																													
22. Describe briefly the general function of the position. <div style="text-align: center;">Repair, maintenance & operation of heavy equipment & vehicles</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 qualification of the present incumbent. This item should be filled for all positions other than teaching). <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">Education:</div> <div>Vocational Courses (Automotive Mechanic)</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%;">Experience:</div> <div></div> </div>																													
23b. Licenses or certificates required to do this work, if any. <div style="text-align: center;">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: 40%;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">Date</div> </div> <div style="width: 40%; text-align: center;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div>REMEGIO M. SANICO</div> <div>Administrative Asst. V</div> <div>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: 40%;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">Date</div> </div> <div style="width: 40%; text-align: center;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div>JOSE L. BACUSMO</div> <div>Head of Agency</div> </div> </div>																													