
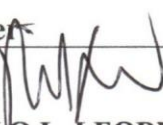
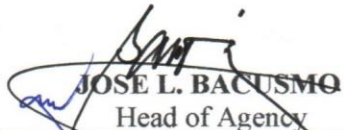


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| REPUBLIC OF THE PHILIPPINES | | 1. NAME OF EMPLOYEE | |
| BC-CSC Form No. 1 (Position Description Form) | | BONIFE ALAIN ARRADAZA | |
| | | (Family Name) Given Name (Middle Name) | |
| 2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte | | 3. BUREAU OR OFFICE Visayas State University | |
| 4. DEPT./BRANCH/DIVISION College of Engineering | | 5. WORK STATION/PLACE OF WORK Visayas State University | |
| 6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. | | 6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. | |
| 8. OFFICIAL DESIGNATION OF POSITION Administrative Aide VI | | 7a. SALARY P.A.: 7b. OTHER COMPENSATION: P 24,000.00 | |
| 10. WAPCO CLASSIFICATION OF THIS POSITION | | 9. WORKING PROPOSED TITLE | |
| 11. OCCUPATION GROUP TITLE (leave blank) | | | |
| 12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNITS CLASS MUNICIPALITY [] CITY [] PROVINCE [] | | | |
| 1 st 2 nd 3 rd 4 th 5 th 6 th [] [] [] [] [] [] | | | |
| 13. STATEMENT OF DUTIES AND RESPONSIBILITIES. (f more space is needed, please attached additional sheets. | | | |
| Percent Working Time | | DUTIES | |
| 35% | 1. Conduct actual trainings on Technical Vocational Education and Training (TVET) in Electrical Installation and Maintenance (EIM) NC II | | |
| 25% | 2. Keeps custody of EIM-related facilities and implement regular cleaning and maintenance program | | |
| 20% | 3. Assist the TVET Program Coordinator in making TVET reports related to EIM trainings | | |
| 15% | 4. Assist in the conduct of laboratory classes related to electrical installation and maintenance | | |
| 5% | 5. Performs other duties as maybe assigned by his immediate supervisor | | |

| 14. POSITION/TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">ENGINEER II</p> | 15. POSITION/TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">College Dean</p> | | | | | | | | | | | | | | | | | | |
|---|--|------------|----------|----------------|-----|-----|----------------|-----|-----|-------------|-----|-----|------------|-----|-----|------------------|-----|-----|---|
| 16. NAME, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) <p style="text-align: center;">None</p> | | | | | | | | | | | | | | | | | | | |
| 17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p style="text-align: center;">Computer set, whiteboard/chalkboard, ballpen, pencil, electrical tools and equipment and other gadgets</p> | | | | | | | | | | | | | | | | | | | |
| 18. CONTACT <table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">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>Others (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] | Others (Specify) | [] | [] | 19. WORKING CONDITION Normal Working Condition [x] Field work [] Field trips [] Exposed to Varied Weather [] Others (Specify) [] |
| | Occasional | Frequent | | | | | | | | | | | | | | | | | |
| General Public | [x] | [] | | | | | | | | | | | | | | | | | |
| Other Agencies | [] | [] | | | | | | | | | | | | | | | | | |
| Supervisors | [] | [x] | | | | | | | | | | | | | | | | | |
| Management | [] | [x] | | | | | | | | | | | | | | | | | |
| Others (Specify) | [] | [] | | | | | | | | | | | | | | | | | |
| 20. I CERTIFY that the above answers are accurate and complete <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 35%; text-align: right;">  ALAIN A. BONIFRE Signature of Employee </div> </div> | | | | | | | | | | | | | | | | | | | |
| 21. Describe briefly the general functions of the Unit or Section. <p style="text-align: center;">To conduct research, instruction and extension</p> | | | | | | | | | | | | | | | | | | | |
| 22. Describe briefly the general function of the position. <p style="text-align: center;">To conduct research, instruction and extension</p> | | | | | | | | | | | | | | | | | | | |
| 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: Completion of two years studies in college. Experience: NONE | | | | | | | | | | | | | | | | | | | |
| 23b. Licenses or certificates required to do this work, if any. <p style="text-align: center;">TESDA EIM NC II and NTTC Level 1 holder</p> | | | | | | | | | | | | | | | | | | | |
| 24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 35%; text-align: right;">  NILO L. LEORNA Signature and Title of Immediate Supervisor </div> </div> | | | | | | | | | | | | | | | | | | | |
| 25. APPROVED <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 35%; text-align: right;">  JOSE L. BACUSMO Head of Agency </div> </div> | | | | | | | | | | | | | | | | | | | |