KEPUBLIC OF	THE PHILIPPINES	1. NAME OF EM	IPLOYEE	
BC-CS	C Form No. 1	BONIFE	ALAIN	ARRADAZA
	Description Form)	(Family Name)	Given Name)	(Middle Name)
2. DEPARTMENT, COR AGENCY/LOCAL GO	OVERNMENT	3. BUREAU OR	OFFICE	
Visayas State Unive	ersity, Baybay City, Leyte	Visa	ayas State Un	iversity
4. DEPT./BRANCH/	DIVISION	5. WORK ST	ATION/PLAC	CE OF WORK
	of Engineering		ayas State Un	iversity
6a. PRES. APPRO.	6b. PREV. APPRO	7a. SALARY P.A	<b>A</b> .:	
ACT/ BOARD RES/ ORD. NO. ITEM NO.	ACT/ BOARD RES/ ORD. NO. ITEM NO.	7b.OTHER COM	IPENSATION: F	24,000.00
8. OFFICIAL DESIGNA' Administ	TION OF POSITION rative Aide VI	9. WORKING P	ROPOSED TITL	Е
	ATION OF THIS POSITION	11. OCCUPATIO	ON GROUP TITI	LE
12. FOR LOCAL GOVER MUNICIPALITY	RNMENT POSITION, CHECK O	GOVERNMENTAL		
	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
13. STATEMENT OF J	DUTIES AND RESPONSIBILIT	TES. (f more space	is needed, pleas	se attached additional
sheets.	<u> </u>	de product carre to fi	1 12 12 1 1 1 1 1 1	er carried
Percent Working Time		DUTIES		
35%	Conduct actual training (TVET) i     NC II			
25%	Keeps custody of cleaning and maint			mplement regular
200/				
20%	Assist the TVET P related to EIM trai	•	ator in making	g TVET reports
20%		•	ator in making	g TVET reports
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	related to EIM trai  4. Assist in the con	nings duct of laborate	ory classes re	lated to electrical

ENGINEER II  16. NAME, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) In their item nos. and titles)  None  17. MACHINEES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  Computer set, whiteboard/chalkboard, ballpen, pencil, electrical tools and equipment agadgets  18. CONTACT  Occasional Frequent  General Public [x] [] Normal Working Condition  Field work  Field trips  Supervisors [] [x] Supervisors [] [] Supervisor [] [] Supervisor [] Supervisor [] Supervisor [] [] Supervisor	14. POSITION/TITLE OF IMMEDIATE SUPERVISOR	15.POSITION/TITLE OF NEXT HIG
16. NAME, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) I their item nos. and titles)  None  17. MACHINEES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  Computer set, whiteboard/chalkboard, ballpen, pencil, electrical tools and equipment agadgets  18. CONTACT  Occasional Frequent General Public [x] [] Field work Other Agencies [] [] Field work Other Agencies [] [] Field work Others (Specify) [] []  20. I CERTIFY that the above answers are accurate and complete  Date  21. Describe briefly the general functions of the Unit or Section.  To conduct research, instruction and extension  22. Describe briefly the general function of the position.  To conduct research, instruction and extension  23a. Indicate the required qualifications by years and kind of education considered in filling up for this position. (Keep the position in mind rather than the qualifications of the present in 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.  TESDA EIM NC II and NTTC Level 1 holders.  NIII O L. LEORNA Signature and Title of Supervisor  25. APPROVED	14. TOSITION TITLE OF INIMEDIATE SOFERVISOR	
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