

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 POSITION DESCRIPTION FORM		1. NAME OF EMPLOYEE  FAMILY) (GIVEN) (M. I.)	
2. DEPARTMENT/CORPORATION OR AGENCY/LOCAL GOVERNMENT		3. BUREAU OF OFFICE	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPROP. ACT BOARD RES./ORD. NO.	6b. PREV. APPROP. ACT BOARD RES.	7a. SALARY AUTHORIZED	7b. OTHER COMPENSATION
OFFICIAL DESIGNATION OF POSITION		9. WORKING OF PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS TITLE		11. OCCUPATIONAL GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY ( ) CITY ( ) PROVINCE ( ) 1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup> 5 <sup>th</sup> 6 <sup>th</sup> 7 <sup>th</sup> ( ) ( ) ( ) ( ) ( ) ( ) ( )			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than 1, list only by their item numbers and titles)																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work Computer, printer																													
18. CONTACTS <table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: center;">Occasional</td> <td style="text-align: center;">Frequent</td> </tr> <tr> <td>Gen. Public</td> <td style="text-align: center;">[ ]</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>Others (Specify)</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> </table>		Occasional	Frequent	Gen. Public	[ ]	[ ]	Other Agencies	[ ]	[ ]	Supervisors	[ ]	[ ]	Management	[ ]	[ ]	Others (Specify)	[ ]	[ ]	19. WORKING CONDITION <table style="width: 100%; border: none;"> <tr> <td>Normal Working condition</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[ ]</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;">[ ]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[ ]</td> </tr> </table>	Normal Working condition	[ ]	Field Work	[ ]	Field Trips	[ ]	Exposed to varied weather	[ ]	Others (Specify)	[ ]
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I CERTIFY that the above answers are accurate and complete.

_____ Date	_____ Signature of Employee
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**TO BE FILLED OUT BY IMMEDIATE SUPERVISOR**

20. Describe briefly the general function of the unit or Section.
21. Describe briefly the general function of the position.
22. Indicate the required qualification/s by years and kind of education considered in filling up a vacancy for this position.  
Education:  
Experience:  
Training:  
Eligibility:
23. Licenses or certificates required to do this work, if any.

I hereby certify that the above answers are accurate and complete.

_____ Date	_____ Chief/Director
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_____ Date	_____ Vice Chancellor
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APPROVED:

_____ Date	_____ Chancellor
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