

<b>REPUBLIC OF THE PHILIPPINES</b> <b>BC-CSC FORM NO. 1</b> <b>(POSITION DESCRIPTION FORM)</b>		1. NAME OF EMPLOYEE  (FAMILY NAME)                      (GIVEN NAME)                      (MI)																														
2. DEPT./CORP. OR AGENCY/LOCAL GOV'T.		3. BUREAU OR OFFICE																														
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK																														
6.a. Pres. Approp. Act. Board Res./ Ord. No. Item No.	6.b. Prev. Approp. Act. Board Res./ Ord. No. Item No.	7.a. Salary Authorized:  Actual:	7.b. Other Compensation;																													
8. OFFICIAL DESIGNATION OF POSITION		9. WORKING OR PROPOSED TITLE																														
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATIONAL GROUP TITLE (leave blank)																														
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS  <table style="width: 100%; text-align: center; border: none;"> <tr> <td colspan="2" style="border: none;">_____</td> <td colspan="2" style="border: none;">_____</td> <td colspan="3" style="border: none;">_____</td> </tr> <tr> <td colspan="2" style="border: none;">MUNICIPALITY</td> <td colspan="2" style="border: none;">CITY</td> <td colspan="3" style="border: none;">PROVINCE</td> </tr> <tr> <td style="border: none;">1<sup>ST</sup></td> <td style="border: none;">2<sup>ND</sup></td> <td style="border: none;">3<sup>RD</sup></td> <td style="border: none;">4<sup>TH</sup></td> <td style="border: none;">5<sup>TH</sup></td> <td style="border: none;">6<sup>TH</sup></td> <td style="border: none;">7<sup>TH</sup></td> </tr> <tr> <td style="border: 1px solid black; width: 40px; height: 20px;"></td> <td style="border: 1px solid black; width: 40px; height: 20px;"></td> <td style="border: 1px solid black; width: 40px; height: 20px;"></td> <td style="border: 1px solid black; width: 40px; height: 20px;"></td> <td style="border: 1px solid black; width: 40px; height: 20px;"></td> <td style="border: 1px solid black; width: 40px; height: 20px;"></td> <td style="border: 1px solid black; width: 40px; height: 20px;"></td> </tr> </table>					_____		_____		_____			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>							
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13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheet/s.																																
PERCENT OF WORKING TIME	DUTIES																															

14. POSITION TITLE OF IMMEDIATE SUPERVISOR	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR																												
16. NAMES, TITLE AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (If more than 7, list only by their item nos. and titles)																													
17. MACHINES, EQUIPMENTS, TOOLS, etc. used regularly in the performance of work.																													
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 5px;">18. CONTACTS</td> <td style="width: 20%; padding: 5px; text-align: center;">Occasional</td> <td style="width: 20%; padding: 5px; text-align: center;">Frequent</td> </tr> <tr> <td style="padding: 5px;">General Public</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="padding: 5px;">Other Agencies</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="padding: 5px;">Supervisors</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="padding: 5px;">Management</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="padding: 5px;">Others (Specify)</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </table>	18. CONTACTS	Occasional	Frequent	General Public	_____	_____	Other Agencies	_____	_____	Supervisors	_____	_____	Management	_____	_____	Others (Specify)	_____	_____	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 5px;">19. WORKING CONDITIONS</td> <td style="width: 85%; padding: 5px;">Normal working condition _____</td> </tr> <tr> <td style="padding: 5px;">Field Work</td> <td style="text-align: right;">_____</td> </tr> <tr> <td style="padding: 5px;">Field Trips</td> <td style="text-align: right;">_____</td> </tr> <tr> <td style="padding: 5px;">Exposed to varied weather</td> <td style="text-align: right;">_____</td> </tr> <tr> <td style="padding: 5px;">Others (Specify)</td> <td style="text-align: right;">_____</td> </tr> </table>	19. WORKING CONDITIONS	Normal working condition _____	Field Work	_____	Field Trips	_____	Exposed to varied weather	_____	Others (Specify)	_____
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20. I CERTIFY THAT THE ABOVE ANSWERS ARE ACCURATE AND COMPLETE.																													
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DATE	SIGNATURE OF EMPLOYEE																												
<b>TO BE FILLED OUT BY IMMEDIATE SUPERVISOR</b>																													
21. Describe briefly the general function of the Unit or Section.																													
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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.) Education: _____ Experience: _____																													
23.b. Licenses or Certificates required to do this work, if any.																													
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24. APPROVED:																													
_____	_____																												
DATE	HEAD OF AGENCY																												