

--Republic of the Philippines
BC-CSC Form No. 1
(POSITION DESCRIPTION FORM)-

1. NAME OF EMPLOYEE

(FAMILY NAME) (GIVEN NAME) (MIDDLE NAME)

**2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT**

3. BUREAU OF OFFICE

4. DEPARTMENT/BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

**6.a. PRES. APPROP.
ACT**

**6.b. PREV. APPROP.
ACT**

7.a. SALARY

7.b. OTHER COMPENSATION

BOARD RES.
ORD. NO.
ITEM NO.

BOARD RES.
ORD. NO.
ITEM NO.

AUTHORIZED : P

ACTUAL : P

8. OFFICIAL DESIGNATION OR POSITION

9. WORKING OR PROPOSED TITLE

10. WAPCO DESIGNATION OF THE 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

7th

13. STATEMENT OF DUTIES AND RESPONSIBILITIES.

(If more space is needed, please attach additional sheets.)

Percent of
Working Time

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

15. POSITION OF NEXT HIGHER SUPERVISOR

16. NAMES, TITLES AND ITEMS OF THOSE YOU DIRECTLY SUPERVISE. (If more than 7 list only their nos. and titles.)

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

18. CONTACTS:

	Occasional	Frequent
General Public		
Other Agencies		
Supervisors		
Management		
Others		

19. WORKING CONDITION

Normal Working Condition	
Field Work	
Field Trips	
Expose to Various Weather	
Others (Specify)	

20. I CERTIFY that the above answers are accurate and complete.

Date

Signature of Employee

TO BE FILLED OUT BY IMMEDIATE SUPERVISOR

21. Describe briefly the general function of the Unit or Section.

22. Describe briefly the general function of the position.

23.a. Indicate the required qualification by years and kind of education considered in filling up a vacancy for the position. (Keep the position in need rather than the qualifications of the present incumbent. This item should be filled for a position other than teaching.)

Education:

Experience:

23.b. Licenses or certification required to do this work, if any.

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

Date

Signature of Immediate Supervisor

APPROVED:

JENILYN ROSE B. CORPUZ, CESO VI
Schools Division Superintendent