

Republika ng Filipinas  
PAMBANSANG PANGASTSAAN NG PATUBIG  
(National Irrigation Administration)  
Lungsod ng Quezon

MC # 50, s. 1976

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS AND STAFFS; HEADS  
OF SPECIAL PROJECTS; REGIONAL IRRIGATION  
DIRECTORS; PROVINCIAL IRRIGATION ENGINEERS;  
SUPERINTENDENTS OF IRRIGATION SYSTEMS;  
PROJECT ENGINEERS  
All Concerned  
National Irrigation Administration

SUBJECT: Joint BC-CSC Memorandum Circular No. 2, dated June 25,  
1976 of the Acting Commissioner of the Budget and the  
Acting Chairman of the Civil Service Commission.

For the information, guidance and compliance of all concerned,  
attached is a copy of the Joint BC-CSC Memorandum Circular No. 2  
of the Acting Commissioner of the Budget and the Acting Chairman  
of the Civil Service Commission.

Attention is invited to the attached format of the new BC-CSC  
Form No. 1 which should henceforth be used by all personnel in  
accomplishing the Position Description Form to be attached to every  
appointment as required under the 4th paragraph of the above-stated  
Joint BC-CSC Memorandum Circular No. 2..

NIA Officials who have been delegated the authority to certify  
as to the correctness of Position Description Forms for the Ad-  
ministrator shall sign Item No. 25 of the BC-CSC Form No. 1.

Compliance by all concerned is hereby enjoined.

(SGD.) ALFREDO L. JUINIO  
Administrator

October 13, 1976

Republic of the Philippines  
BUDGET COMMISSION  
Manila

JOINT BC-CSC MEMORANDUM CIRCULAR NO. 2

TO : All Heads of Departments, Bureaus,  
Regional Offices and Agencies of  
the National and Local Governments,  
Including Government-owned or  
Controlled Corporations.

SUBJECT: Prescribing the Use of a Revised  
Position Description Form (PDF)  
in the Classification of Positions  
by the Budget Commission and in  
Personnel Action by the Civil  
Service Commission.

In the classification of positions by the Budget Commission, through its Wage and Position Classification Office (WAPCO), it requires that the duties and responsibilities of individual positions, including the qualification requirements of appointees to the position are described in a prescribed form called Position Description Form (PDF) (WAPCO Form No. 1-A). The duly accomplished PDF is used as the basis for the classification of the position.

Similarly, the Civil Service Commission requires the submission of statement of duties and responsibilities to accompany proposed appointments from the various agencies. The CSC Form No. 122-D, is used as a guide for taking personnel action on said appointments.

It has been noted, however, that the continued use of separate forms for essentially the same purpose opens the possibility for an employee to describe his duties and responsibilities depending on the purpose he wants to achieve.

Therefore to avoid the possibility of employees' submitting inconsistent statement of duties and responsibilities and qualification requirements in the government service, the Budget Commission (WAPCO) and the CSC have agreed to prescribe the attached revised PDF. This revised PDF identified as BC-CSC Form No. 1, shall be used henceforth by all agencies for classification of positions and for other personnel action needed by the CSC in connection with the processing of appointments.

The revised form, BC-CSC Form No. 1, consolidates the essential items found in WAPCO Form No. 1-A and CSC Form No. 122-D. The form is so designed to serve both the needs of WAPCO in the evaluation of positions for classification and compensation purposes for WAPCO-covered agencies and the Civil Service Commission in various related personnel action. Thus, by the use of the revised form, preparation of position descriptions by the agencies will be simplified, as they will now prepare just one set of position description for each position, instead of two, that will serve the requirements of both the Budget Commission and the Civil Service Commission.

The revised PDF shall supersede WAPCO Form No. 1-A and CSC Form No. 122-D.

Agencies are authorized to print this form for their use.

This Joint Memorandum Circular shall take effect immediately.

(SGD.) JAIME C. LAYA  
Acting Commissioner  
Budget Commission

(SGD.) JACOBO C. CLAVE  
Acting Chairman  
Civil Service Commission

June 25, 1976

REPUBLIC OF THE PHILIPPINES  
MANILA

INSTRUCTIONS FOR ACCOMPLISHING THE FORM

The following instructions will explain how the accompanying Position Description Form, BC-CSC Joint Form No. 1, (PDF) should be filled, and how the supervisors should review it. This form comes in four copies, to be distributed as follows: original copy - WAPCO; duplicate copy - CSC; triplicate copy - YOUR OFFICE; and quadruplicate copy - employee.

THE PERSONNEL OFFICER

The Personnel Officer of the Department, Corporation, Agency, or Local Government in which the position is located should fill in Items 1 to 12, except Item 11, including the blank spaces for present and previous appropriations act/ordinance numbers authorizing the creation of the position under consideration and its item numbers under the respective appropriation acts/ordinances.

ITEM 1.--Name of Employee.--Write down the name of the employee presently occupying the position. Write the word "vacant" if the position is vacant at the time this form is accomplished.

ITEM 2.--Department, Corporation or Agency/Local Government.--Write down the exact name of your Office. Avoid using abbreviations. (Write "Department of Trade" instead of "DOT" if a department, "Social Security System" instead of "SSS" if a corporation, and "Rizal Provincial Government" instead of "Rizal" if a local government.)

ITEM 3.--Bureau or Office.--Write down the major subdivision of the agency to which the position belongs and is directly under, such as "Bureau of Domestic Trade" or "Financial and Management Service" if in the department proper

ITEM 4.--Department/Branch/Division.--Write down the immediate subdivision of the Office indicated in Item No. 3

where the position is found, such as "Administrative Services Department", "Personnel Branch", or "Management Division".

ITEM 5.--Work Station/Place of Work.--Indicate the geographic location of the position, such as Manila, Bataan, Davao, etc.

ITEM NOS. 6a and 6b.--Write down the present and previous appropriation act, board resolution or ordinance number and the item number of the position in said appropriation act, board resolution or ordinance.

ITEM No. 7a.--Salary.--Write down the salary of the position as authorized in the appropriation act, board resolution or ordinance and the actual salary of the employee occupying the position. If position is vacant at the time this form is being accomplished, do not indicate actual salary.

ITEM NO. 7b.--Other Compensation.--Write down amounts for other compensation granted to the employee, such as for cost-of-living, subsistence, clothing, laundry, hazardous or hardship post allowances, mid-year, year-end and other bonuses.

ITEM 8.--Official Designation of Position.--Write down the title of the position as authorized in the appropriation act, board resolution or ordinance.

ITEM 9.--Working or Proposed Title.--Write down the title of the position that is preferred, if different from the Official Designation of the position indicated in Item 8.

ITEM 10.--WAPCO Classification of this Position.--Write down the classification of the position as certified to the agency by the WAPCO. Leave blank if the position is new and not yet classified.

ITEM 11.--Occupational Group Title.--Leave this blank. WAPCO/CSC will indicate the occupational group title after the position has been classified.

ITEM 12.--For local government positions, check the appropriate local government unit and class of the unit, where the position is found.

## THE EMPLOYEE

Writing the statement of duties and responsibilities (position description) is the responsibility of the employee holding the position as well as his supervisor to insure the adequacy, validity and correctness of the statements made therein. Any duly accomplished position description form submitted, signed and endorsed becomes an official record and therefore a public document. Care therefore should be taken in accomplishing the PDF. The employee who presently occupies the position should write the description of the duties and responsibilities of the position as performed and understood by him. In case the position is vacant, the immediate supervisor of the position shall accomplish the position description form for the position.

Below are some of the pointers which might be of help in writing a position description:

A.--Do not attempt to write down in a single sitting all the duties of the position. Take time and give them a little thought. Note down on a sheet of paper those duties as you recall them. Examine the relation of the position with other positions in your organization. This will help you visualize the part played by the position in the overall organizational pattern.

B.--After you have written down all the duties of the position, rearrange them in descending order from the most important to the least important, indicating the percent of working time spent on each of the duties.

C.--Simple, clear and short statements are the utmost importance. Duty statements should therefore indicate the What-it-is, the Why or purpose, and the How-it-is accomplished. Samples of the work which cannot be adequately described should be attached to the PDF such as reports made, forms accomplished, designs and drawings made, etc.

D.--Avoid using vague terms such as "maintains," "checks," "helps," and "prepares." Explain in detail how you "maintain" mechanical equipment, records, "check" plans, reports; "help" carpenters, engineers; "prepares" reports, layouts. For example, a statistician may "prepare" statistical reports, but so does a typist.

E.--Finally, copy what you have written on the sheet of paper in the PDF under Item 13 (Statement of Duties). It is suggested that before doing so, a final review of the duty statements be made by asking the following questions:

Have all the duties and responsibilities pertinent to the position been written down?

Are the duty statements written in the most concise and specific terms possible outlining the What, Why, and How?

Can the position description be used as an instruction sheet for a new employee of the position?

ITEM 13.--Statement of Duties.--This is the most important part of the form. Write down in detail what you actually do, have done, and are expected to do again. "Percent of Working Time" in the left-hand column should indicate the number of hours consumed by you in performing each duty specified. Express time base in day, week, month or year as the case may be, after indicating the percent of working time. List duties in the order of their importance with the most important duty first, the second most important duty second and so on. Also describe degree of supervision received (and given to subordinates, if a supervisor). State fully whether you receive instructions in detail or in general terms (or review the work of subordinates closely or from time to time only.) "Degree of Supervision Received" means the amount and type of instructions and guidance usually received from your immediate supervisor, including the rules and regulations, office practices and procedures and the extent they control the performance of your work.

ITEM 14.--Position Title of Immediate Supervisor.--Write down the exact duly authorized title of the first or immediate supervisor. "Immediate supervisor" refers to the supervisor nearest in level to the position involved. For example, in a division consisting of twenty clerks, one senior clerk as assistant chief of division and one supervising clerk as chief of division, the immediate supervisor of the clerks is the assistant chief of the division, a senior clerk, not the supervising clerk.

ITEM 15.--Position Title of Next Higher Supervisor.--Write down the exact duly authorized title of the next higher supervisor. In the example given in Item 14, this would be the chief of division, a supervising clerk.

ITEM 16.--Names, Titles, and Item Numbers of Employees You Supervise Directly.--You supervise employees when you give work assignments or instructions and review their work. Write down the names, item numbers, and titles of the employees you supervise.

ITEM 17.--Machines, Equipment and Tools Used.--You USE a typewriter, mechanic's tools, or slide rule; you OPERATE a water pump, diesel generator, calculating machine. Write down the machine, equipment or tools USED or OPERATED regularly by you in the performance of your work.

ITEM 18.--Contacts.--Check the appropriate box to describe the approximate frequency of the contacts required of you in connection with your work.

ITEM 19.--Working Condition.--Check the appropriate box that describes the conditions of your work.

ITEM 20.--Certificate of Employee Who Accomplished This Form.--Indicate the date you finished filling this form and sign your name.

#### THE SUPERVISOR

The first or immediate supervisor should review the state-



ments from Item 13 to 20 to see if the duties of the position and other data pertaining to the position are correctly reported. He should also fill in items 21 to 24.

ITEM 21.--Brief Description of the General Function of the Unit or Section.--Write a brief description of the function of the immediate unit where the position is actually found.

ITEM 22.--Brief Description of the General Function of the Position.--Write a brief description of the function of the position as you understand it. You may include any exceptions you wish to make, if any, on any statements of duties and responsibilities described by the employee under Item 13 of this form.

ITEM 23a.--Minimum Qualifications Required.--The supervisor should indicate the suggested minimum number of years in training and experience which will have to be considered of an applicant in filling a vacancy for this position. It is important that the qualifications of the present incumbent of the position should not be considered. Other skills, knowledges and abilities preferably required of an incumbent of this position should also be indicated. The filling of this item is important especially if the position under consideration is new or proposed.

ITEM 23b.--Licenses or Certificates of Proficiency.--Indicate licenses or certificates required of an incumbent of this position. If no license or certificate is required, write down "None".

ITEM 24.--Certificate of Immediate Supervisor.--The immediate supervisor is requested to read the statements carefully and give comments on the adequacy, validity and correctness of the facts reported.

#### THE AGENCY HEAD

ITEM 25.--Approved.--Signature of the agency head, in case of regular offices; of the general manager, in case of corporations; and of local government head, in case of local government units."

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 (7), list only by their item 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 (Specify)



19. WORKING CONDITION

Normal Working Condition  
Field Work  
Field Trips  
Exposed to Varied 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.

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:  
Experience:

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

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

Date

Signature and Title of Immediate Supervisor

25. APPROVED:

FOR THE ADMINISTRATOR:

Date

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9/30/76

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

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

2. DEPARTMENT: DEPARTMENT OF PUBLIC WORKS,  
TRANSPORTATION & COMMUNICATION (ATTACHED)

3. OFFICE:  
NATIONAL IRRIGATION ADMINISTRATION

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

6a. PRES. APPROP. ACT/6b. PREV. AGENCY ACT/

BOARD RES./

BOARD RES./

ORD. NO.

ORD. NO.

ITEM NO.

ITEM NO.

7a. SALARY:

7b. OTHER COMPENSATION

AUTHORIZED

ACTUAL

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

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

DUTIES -