

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between;"> OLLERAS Eusebio Davis </div> <div style="display: flex; justify-content: space-between; font-size: small;"> (Family Name) (Given Name) (Middle Name) </div>	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. VISCAD- P-2-200	7a. SALARY P.A.: P 376,212.00 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Registrar III		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-between;"> MUNICIPALITY [] CITY [] PROVINCE [] </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time:			
D U T I E S			
12 3 5 5 5 5 8 3 15 5 7 5 3 10 3 3 3	1. Updates student permanent record of assigned courses. 2. Processes verification of records / grades/ deficiencies. 3. Checks and evaluates record of candidates for graduation in the assigned courses. 4. Prepares list and consolidate candidates for graduation with latin honors for deliberation by the concerned committee. 5. Prepares and issues individual notices of deficiency(ies) to applicants for graduation. 6. Processes clearance of graduating students. 7. Prepares and issues certifications / transcript of records / transfer credential 8. Complies school requests of transcript of records of students transferred to other schools. 9. Prepares and issues course checklist with grades / enrollment forms 10. Prepares permanent record folder of new students. 11. Files into permanent record folder the enrollment and related forms. 12. Processes and file applications for adding/changing/dropping of subjects/withdrawal of enrollment. 13. Requests / follow-up Form 137-A, TOR and other related credentials. 14. Evaluates student records in the assigned courses. 15. Processes applications for change of name /bio-data entry in the student record. 16. Assists in the preparation of enrollment / graduation venue. 17. Assists in checking credentials and issue enrollment forms to new students.		
100 %			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR University Registrar	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR VP for Instruction
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. Desk top computer, typewriter, photocopies, ballpen, paper cutter I D maker machine	
18. CONTRACT General Public [X] Other Agencies [] Supervisors [] Management [] Other (Specify) []	19. WORKING CONDITION Normal Working Condition [X] Field Work [] Field Trips [] Exposed to Varied Weather [] Others (Specify) []
20. I CERTIFY that the above answers are accurate and complete. February 3, 2016 Date EUSTALIO D. OLIVERA Signature of Employee	
21. Describe briefly the general function of the Unit or Section. Facilitate the admission /enrollment, record keeping & maintenance of student record and graduation of students.	
22. Describe briefly the general function of the position. Assists in the enrollment, keeping and retrieval of record, evaluation and graduation of the university students.	
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: Bachelor's degree Experience: 2 years of relevant experience; 8 hrs of relevant training.	
23b. Licenses or certificates required to do this work, if any. Civil Service Professional Eligibility	
24. I HEREBY CERTIFY that the above answers are accurate and complete. Date ELINEER L. VELASCO-University Registrar Signature and Title of Immediate Supervisor	
25. APPROVED: Date EDGARDO E. TULIN Head of Agency	