

REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC FORM NO. 1		URDANETA	PAMELA H.
(Position Description form)		(Family Name)	(Given Name) (Middle Name)
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT		3. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY		NCRC-V	
4. DEPARTMENT/BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
NCRC-V		BAYBAY, LEYTE	
6A. PRES. APPROP. BOARD RES./ORD. NO. ITEM Permanent	6B. PREV. APPROP. ACT/BOARD RES. ORD. NO. ITEM VISCARD - KDA6-98-2004	7A. SALARY ₱ 14,052.00 AUTHORIZED ACTUAL P	7B. OTHER PERA, ACA and 24,000- ADDITIONAL COMPENSATION ALLOWANCE
8. OFFICIAL DESIGNATION OF POSITION		9. WORKING OR PROPOSED TITLE	
ADMIN. AIDE VI		ADMIN. AIDE VI	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATIONAL GROUP TITLE (Leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT UNIT AND UNITS CLASS			
MUNICIPALITY / /		CITY / /	
1 ST	2 ND	3 RD	4 TH
/ /	/ /	/ /	/ /
PROVINCE / /			
5 TH 6 TH			
/ / / /			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. (If more space is needed, please attach additional sheets).			
Percent of Working Time	D U T I E S		
20%	Prepares vouchers, trip tickets, travel order, RIS, Itinerary of Travel, DTR/CSR, Payroll, PR, Job Request, ORS/BURS, Application for Leave, VAT Certificates and others		
20%	Prepares cash advances, liquidations, reimbursements and payment of supplies/materials		
	Prepares supporting documents for the renewal of appointment i.e. Contract of Services, MOA/MOUs, PDS		
20%	Prepares and Canvass supplies/materials and Annual Procurement Plan preparation		
20%	Prepares SALN and book/arranges plane ticket		
10%	Facilitates services during the faculty evaluation by students		
5%	Assists in entertaining and serving snacks to visitors		
5%	Answer telephone calls		

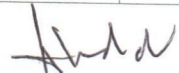
14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">Center Director</p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">VP for Research and Extension</p>
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16. MACHINES, EQUIPMENT, TOOLS, ETC. USED REGULARLY IN THE PERFORMANCE OF WORK
 Computer, typewriter, calculator and etc.

17. CONTACTS			18. WORKING CONDITIONS	
	Occasional	Frequent		
General Public	X		Normal Working Condition	
Other Agencies	X		Field work	X
Supervisor		X	Field Trips	
Management		X	Exposed to Varied Weather	X
Other (Specify)			Other (Specify)	

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

 Date


PAMELA H. URDANETA
 Signature of Employee

TO BE FILLED UP OUT BY IMMEDIATE SUPERVISOR

20. DESCRIBE BRIEFLY THE GENERAL FUNCTION OF THE POSITION OF THE UNIT OR SECTION

To conduct research extension activities on all aspects of coconut for the benefit of Visayan Farmers

21. DESCRIBE BRIEFLY THE GENERAL FUNCTIONS OF THE POSITION.

To do typing and processing

22. Indicate the required qualification by years and kind of education considered in filling up a vacancy of this position. (Keep the position in mind rather than the qualification of the incumbent. This item should be filled for all position other than teaching.

Education : Completion of two years studies in College.

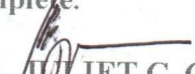
Experience:

23. LICENSE OR CERTIFICATE REQUIRED TO DO THIS WORK, IF ANY.

Passed the civil service eligibility examination

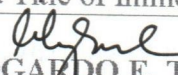
23b. I HEREBY CERTIFY that the above answers are accurate and complete.

 Date


MA. JULIET C. CENIZA
 Signature and Title of Immediate Supervisor

APPROVED

 Date


EDGARDO E. TULIN
 Head of Agency