
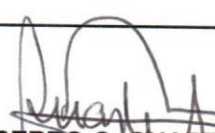



1.	FLORES (Family Name)	ALICIA (Given Name)	MUAÑA (Middle Name)								
2.	DEPARTMENT/CORPORATION OR AGENCY Visayas State University		3. BUREAU OF OFFICE Visayas State University								
4.	DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK								
6a.	PRES. APPROP. ACT BOARD RES. ORD. NO. ITEM NO.	6b. PREV. APPROP. ACT BOARD RES. ORD. NO. ITEM NO.	7a. SALARY AUTHORIZED ACTUAL								
7b. OTHER COMPENSATION											
8.	OFFICIAL DESIGNATION OF THIS POSITION Administrative Officer II		9. WORKING OF PROPOSED TITLE Administrative Officer I								
10.	WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATIONAL GROUP TITLE (Leave Blank)								
12. FOR LOCAL GOVERNMENT POSITION CHECK GOVERNMENT UNIT AND UNITS											
MUNICIPALITY <input type="checkbox"/> CITY <input type="checkbox"/> PROVINCE <input type="checkbox"/>											
1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> 5th <input type="checkbox"/> 6th <input type="checkbox"/>											
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed please attach additional sheets.											
<table><thead><tr><th>Percent of Working</th><th>DUTIES</th></tr></thead><tbody><tr><td>50% Office Management</td><td>1 Supervises the staff under OVPAF 2 Checks/countersigns administrative, financial and other related documents for approval by the VPAF 3 Records and Monitors the financial transactions of infrastructure projects under OVPAF 4 Attends important meetings of OVPAF 5 Prepares Memoranda and Circulars issued by OVPAF 6 Prepares answers to official communication received by the OVPAF 7 Prepares and monitors the working appointments of VPAF 8 Monitors expenditures and prepares progress report of infrastructure project 9 Does other jobs that may be assigned by VPAF from time to time</td></tr><tr><td>30% Supervision and Management STF-based Income Generating Project</td><td>1 Manages and supervises the operation of 3 STF-based Income Generating Project 2 Supervises 15 JO workers of the 3 projects (STF-Bsed Income Generating Project) 3 Prepares Monthly financial reports 4 Prepares and presents Accomplishments and Plans & Programs of the projects during and Annual project Review</td></tr><tr><td>20% Secretariat Work (as Secretary of different university committees)</td><td>1 Arranges schedule of meetings 2 Prepares Notice of Meeting 3 Records and prepares, Minutes of Meetings, Pre-Procurement Conference, Pre-Bid Conference and Bid Opening 4 Prepares Committee Resolutions, Notice of Award and Notice to Proceed 5 Post Invitations to Bid, Bid Supplements, Notice of Award, Notice to Proceed in the philGEPS 6 Facilitates publication/advertisement of invitation to bid in the newspaper of general circulation</td></tr></tbody></table>				Percent of Working	DUTIES	50% Office Management	1 Supervises the staff under OVPAF 2 Checks/countersigns administrative, financial and other related documents for approval by the VPAF 3 Records and Monitors the financial transactions of infrastructure projects under OVPAF 4 Attends important meetings of OVPAF 5 Prepares Memoranda and Circulars issued by OVPAF 6 Prepares answers to official communication received by the OVPAF 7 Prepares and monitors the working appointments of VPAF 8 Monitors expenditures and prepares progress report of infrastructure project 9 Does other jobs that may be assigned by VPAF from time to time	30% Supervision and Management STF-based Income Generating Project	1 Manages and supervises the operation of 3 STF-based Income Generating Project 2 Supervises 15 JO workers of the 3 projects (STF-Bsed Income Generating Project) 3 Prepares Monthly financial reports 4 Prepares and presents Accomplishments and Plans & Programs of the projects during and Annual project Review	20% Secretariat Work (as Secretary of different university committees)	1 Arranges schedule of meetings 2 Prepares Notice of Meeting 3 Records and prepares, Minutes of Meetings, Pre-Procurement Conference, Pre-Bid Conference and Bid Opening 4 Prepares Committee Resolutions, Notice of Award and Notice to Proceed 5 Post Invitations to Bid, Bid Supplements, Notice of Award, Notice to Proceed in the philGEPS 6 Facilitates publication/advertisement of invitation to bid in the newspaper of general circulation
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<div>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</div> <div>Vice President for Administration and Finance</div>	<div>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</div> <div>President</div>																												
<div>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE.</div> <div>(if more than (7). List only by their item nos. and titles</div>																													
<div>17. MACHINE, EQUIPMENT, TOOLS, ETC. used regularly in performance of work.</div> <div>Computer, stapler, calculator, photocopier machine</div>																													
<div>18. CONTACTS</div> <table border="0" style="width:100%;"><thead><tr><th></th><th style="text-align: center;">Occasional</th><th style="text-align: center;">Frequent</th></tr></thead><tbody><tr><td>General Public</td><td style="text-align: center;">x</td><td></td></tr><tr><td>Other Agencies</td><td></td><td></td></tr><tr><td>Supervisor</td><td></td><td></td></tr><tr><td>Management</td><td></td><td style="text-align: center;">x</td></tr><tr><td>Others (Specify)</td><td></td><td></td></tr></tbody></table>		Occasional	Frequent	General Public	x		Other Agencies			Supervisor			Management		x	Others (Specify)			<div>19. WORKING CONDITION</div> <table border="0" style="width:100%;"><tbody><tr><td>Normal working condition</td><td style="text-align: center;">x</td></tr><tr><td>Field work</td><td></td></tr><tr><td>Field trips</td><td></td></tr><tr><td>Exposed to varied workshop</td><td></td></tr><tr><td>Others (specify)</td><td></td></tr></tbody></table>	Normal working condition	x	Field work		Field trips		Exposed to varied workshop		Others (specify)	
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<div>20. I CERTIFY that the above answers are accurate and complete.</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 45%;"><div></div><div>Date</div></div><div style="width: 45%; text-align: right;"><div></div><div>ALICIA M. FLORES</div><div>Signature of Employee</div></div></div>																													
TO BE FILLED OUT BY IMMEDIATE SUPERVISOR																													
<div>21. Describe briefly the general function of the unit or section.</div> <div>Assist the office of the President in the general supervision and management of the financial and human resources in the University and in the development, implementation and maintainance of the land infrastructure, facilities and equipment</div>																													
<div>22. Describe briefly the general function of the position.</div> <div>Office management and supervision of administration-administered STF-based (IGP) and secretariat wok</div>																													
<div>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 qualification of the present incumbent. This item should be filled for all positions other than teaching.)</div> <div>Education: Bachelor's degree graduate.</div> <div>Experience:</div>																													
<div>23b. Licenses or Certificates required to do this work if any</div> <div>CSC Professional Eligibility.</div>																													
<div>24. I hereby certify that the above answers are accurate and complete.</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 45%;"><div></div><div>Date</div></div><div style="width: 45%; text-align: right;"><div></div><div>ROBERTO C. GUARTE</div><div>Signature and title of Immediate Supervisor</div></div></div>																													
<div>25. APPROVED:</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 45%;"><div></div><div>Date</div></div><div style="width: 45%; text-align: right;"><div></div><div>JOSE L. BACUSMO</div><div>Head of Agency</div></div></div>																													