

Republic of the Philippines BC-CSC Form No. 1 <i>(Position Description Form)</i>		1. Name of Employee <div style="display: flex; justify-content: space-between; padding: 2px;"> <span><b>MAALA</b></span> <span><b>RENATO</b></span> <span><b>ANAJAO</b></span> </div> <div style="display: flex; justify-content: space-between; padding: 2px;"> <span><i>Family Name</i></span> <span><i>Given Name</i></span> <span><i>Middle Name</i></span> </div>	
2. Department, Corporation or Agency/Local Government  <b>LEYTE STATE UNIVERSITY</b>		3. Bureau or Office  	
4. Department/Branch/Division  <b>OFFICE OF THE UNIVERSITY REGISTRAR</b>		Work Station/Place of Work  <b>LSU, Visca, Baybay, Leyte</b>	
6a. Present Appropriation Act/ Board Resolution/ Order No. Item No.	6b. Previous Appropriation Act/ Board Resolution Order No. Item No.	7. Salary Per Annum  <b>₱ 126,420.00</b>	7b. Other Compensation  <b>PERA/ACA</b>
8. Official Designation of Position  <b>School Credit Evaluator</b>		9. Working Proposed Title  	
10. WAPCO Classification of this Position  		11. Occupation Group Title (Leave blank)  	
12. For Local Government Position, check Government Unit and Unit's Class <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">                     Municipality <input type="checkbox"/>                      City <input type="checkbox"/>                      Province <input type="checkbox"/> </div> <div style="width: 45%;"> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">                         1st 2nd 3rd                     </div> <div style="text-align: center;">                         4th 5th 6th                     </div> </div> </div> </div>			
13. Statement of Duties and Responsibilities. If more space is needed, please attach additional sheets			
Percent of Working Time	Duties		
40%	1. Prepares and updates permanent records of student pertinent to: registration/COR, semestral transcript of records, checklist/ grades, semestral unit load, preparation of permanent record, ID and index, classification of students and other related matters.		
35%	2. Checks and evaluates student records for: candidacy for graduation/requirements; issuance of TOR, diploma, certifications, clearance, overload unit; students credentials and updating of deficiencies.		
25%	3. Assists in handling the registration activities and the preparation of students grades which includes: checking of subject/time/unit load of block section of assigned courses in class schedule, preparation and issuance of registration forms and other materials, distribution of report of grades to academic advisers and to parents of students.		
100%			

14. Position Title of Immediate Supervisor  <b>University Registrar</b>			15. Position Title of Next Higher Supervisor  <b>Vice President for Academic Affairs</b>		
16. Names, Title and Item Nos. of those you directly supervise. (if more than 7, list only by their item numbers and titles)			17. Machines, Equipment, Tools, etc, used regularly in performance of work  <b>Computer, typewriter, scissor and etc.</b>		
18. <u>Contact</u>	Occasional	Frequent	Working Condition		
General Public	x		Normal working condition	x	
Other Agencies	x		Field work		
Supervisors		x	Field trips		
Management		x	Exposed to varied weather		
Others (specify) Students		x	Others (specify)		
20. I certify that the above answers are accurate and complete					
<hr style="width: 20%; margin: 0 auto;"/> Date			 <b>RENATO A. MAALA</b> Signature of Employee		
21. Describe briefly the general function of the Unit or Section  The Office of the University Registrar is in-charge of scheduling of classes, issuance of grades and upkeep of students' records. It also coordinates and control activities involving student registration (validation of credentials and enrolment), transfer and graduation. It is primarily responsible for the maintenance and safekeeping of students' records.					
22. Describe briefly the general function of the position.  <b>In-charge in evaluation of student records.</b>					
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 be filled for all positions other than teaching.) Education: Bachelor's degree Experience: none required					
23b. Licenses or certificates required to do this work, if any.  Career Service Professional Eligibility					
24. I certify that the above answers are accurate and complete.					
<hr style="width: 20%; margin: 0 auto;"/> Date			 <b>LINDA N. MARISCAL</b> Registrar (Signature and Title of Immediate Supervisor)		
25. <b>APPROVED:</b>					
<hr style="width: 20%; margin: 0 auto;"/> Date			 <b>PACIENCIA P. MILAN</b> President Head of Agency		