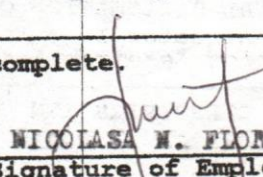
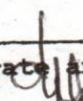
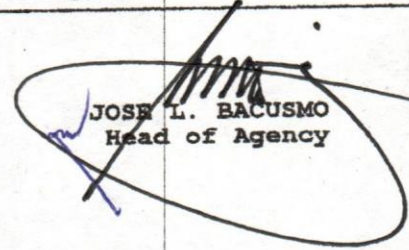


<b>REPUBLIC OF THE PHILIPPINES</b> <b>BC-CSC Form No. 1</b> <b>(Position Description Form)</b>		<b>1. NAME OF EMPLOYEE</b>  FLORENTINO, Nicolasa Noya <small>(Family Name) (Given Name) (Middle Name)</small>	
<b>2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT</b>  Visayas State University, Baybay City, Leyte		<b>3. BUREAU OR OFFICE</b>  Open University/Online Programs Office	
<b>4. DEPT./BRANCH/DIVISION</b> Open University		<b>5. WORK STATION/PLACE OF WORK</b> VSU, Visca, Baybay City	
<b>6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.</b>		<b>7a. SALARY P.A.:</b> P 192, 612.40  <b>7b. OTHER COMPENSATION:</b> P 24,000.00	
<b>6b. PREV. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.</b> VSAB-EDPAI-2-1998			
<b>8. OFFICIAL DESIGNATION OF POSITION</b> Education Research Assistant		<b>9. WORKING PROPOSED TITLE</b> Education Research Assistant	
<b>10. WAPCO CLASSIFICATION OF THIS POSITION</b>		<b>11. OCCUPATION GROUP TITLE</b> <small>(leave blank)</small>	
<b>12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS</b> MUNICIPALITY [ ] CITY [ ] PROVINCE [ ]  <div style="display: flex; justify-content: space-around;"> <span>1st [ ]</span> <span>2nd [ ]</span> <span>3rd [ ]</span> <span>4th [ ]</span> <span>5th [ ]</span> <span>6th [ ]</span> </div>			
<b>13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.</b>			
Percent of Working Time: <span style="float: right;">D U T I E S</span>			
25	Monitors compliance of course requirements and attends to academic related needs/queries of OU students		
25	Liaises between registrar, cash division, professors and distance learners		
20	Provides assistance to extramural professors in the development/ revision of instructional materials intended for distance learning (surfing and downloading, encoding, etc.)		
15	Provides information/data to extramural professors inquiring matters or updates of OU students		
5	Disseminates the VSU's curricular offerings		
5	Acts as guarantor of OU students borrowing books from the University Library		
5	Prepares/drafts some communication of the Head		



14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <div style="text-align: center;">Head</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  <div style="text-align: center;">Vice President for Academic Affairs</div>																												
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. Computer, facsimile machine, motorcycle, tape recorder, cellphone, internet																													
18. CONTRACT  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[ X ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[ X ]	[ ]	Other Agencies	[ ]	[ ]	Supervisors	[ ]	[ ]	Management	[ ]	[ ]	Other (Specify)	[ ]	[ ]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: right;">[ X ]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: right;">[ ]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: right;">[ ]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: right;">[ ]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: right;">[ ]</td> </tr> </tbody> </table>	Normal Working Condition	[ X ]	Field Work	[ ]	Field Trips	[ ]	Exposed to Varied Weather	[ ]	Others (Specify)	[ ]
	Occasional	Frequent																											
General Public	[ X ]	[ ]																											
Other Agencies	[ ]	[ ]																											
Supervisors	[ ]	[ ]																											
Management	[ ]	[ ]																											
Other (Specify)	[ ]	[ ]																											
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.  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>June 10, 2013</u> Date         </div> <div style="text-align: center;">             NICOLLASA N. FLORENTINO Signature of Employee         </div> </div>																													
21. Describe briefly the general function of the Unit or Section. Spearhead the offering of distance education and online programs of the university.																													
22. Describe briefly the general function of the position. Assists the Head of the Online Programs Office in the implementation of distance education program of the university.																													
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: Completion of two years studies in College. Experience: 1 yr. of relevant experience; 4 hrs. of relevant training.																													
23b. Licenses or certificates required to do this work, if any. <div style="text-align: center;">Sub-</div> Career Service Professional Eligibility.																													
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>                    </u> Date         </div> <div style="text-align: center;">             EDITHA G. CAGASAM Head, Online Programs Office Signature and Title of Immediate Supervisor         </div> </div>																													
25. APPROVED:  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>                    </u> Date         </div> <div style="text-align: center;">             JOSE L. BACUSMO Head of Agency         </div> </div>																													