

<b>REPUBLIC OF THE PHILIPPINES</b> <b>BC-CSC Form No. 1</b> <b>(Position Description Form)</b>		<b>1. NAME OF EMPLOYEE</b> OCLINARIA WENIFREDA TANQUEZON (Family Name) (Given Name) (Middle Name)	
<b>2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT</b> Visayas State University, Baybay City, Leyte		<b>3. BUREAU OR OFFICE</b> Office of the Vice President for Planning and Resource Generation VSU, Visca, Baybay City, Leyte	
<b>4. DEPT./BRANCH/DIVISION</b>		<b>5. WORK STATION/PLACE OF WORK</b>	
<b>6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.</b>	<b>6b. PREV. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.</b>	<b>7a. SALARY P.A.:</b> P 222,588.00 <b>7b. OTHER COMPENSATION:</b> P 30,000.00	
<b>8. OFFICIAL DESIGNATION OF POSITION</b> Administrative Officer II		<b>9. WORKING PROPOSED TITLE</b>	
<b>10. WAPCO CLASSIFICATION OF THIS POSITION</b>		<b>11. OCCUPATION GROUP TITLE</b> (leave blank)	
<b>12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS</b> MUNICIPALITY [ ] CITY [ ] PROVINCE [ ] 1st [ ] 2nd [ ] 3rd [ ] 4th [ ] 5th [ ] 6th [ ]			
<b>13. STATEMENT OF DUTIES AND RESPONSIBILITIES.</b> If more space is needed, please attached additional sheets.			
Percent of Working Time: <b>D U T I E S</b>			
20 %	Reviews/countersigns documents processed for notation/recommendation/ approval by the Vice President for Planning and Resource Generation		
20%	Prepares and processes documents related to the operation and management of the Office of the Vice resident for Planning and Resource Generation		
15%	Coordinates and facilitates meetings conducted by the Vice President for Planning and Resource Generation		
15%	Prepares (drafts)/replies of communication/referrals/memos/minutes of meetings/activities relative to the office; minutes of VSU-Employees Housing Commission, Toxic Waste Management, Land Use and Development, etc		
15%	Prepares project reports (monthly) of the project managed (VSU Barden Reach Seafront Suite		
10%	Prepares Office Performance Targets and Measures (Performance Indicators)		
5%	Supervises administrative Staff of OVPPRG and the Projects Managed and other office related activities		



<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</p> <p style="text-align: center;">Vice President for Planning and Resource Generation</p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</p> <p style="text-align: center;">University President</p>																												
<p>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)</p>																													
<p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</p> <p style="text-align: center;">computer, printer, fax machines, photocopier, type writer, cellphones, etc.</p>																													
<p>18. CONTRACT</p> <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)	[ ]	[ ]	<p>19. WORKING CONDITION</p> <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)	[ ]
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<p>20. I CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 40%; text-align: right;"> <p style="text-align: center;">Signature of Employee</p> </div> </div>																													
<p>21. Describe briefly the general function of the Unit or Section.</p> <p style="text-align: center;">Plans and undertakes activities related to the development programs of the university</p>																													
<p>22. Describe briefly the general function of the position.</p> <p style="text-align: center;">Assists/coordinates/facilitates activities related to the planning and resource generation</p>																													
<p>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).</p> <p>Education: Bachelors degree</p> <p>Experience:</p>																													
<p>23b. Licenses or certificates required to do this work, if any.</p> <p style="text-align: center;">Civil Service Professional Eligibility</p>																													
<p>24. I HEREBY CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 50%; text-align: right;"> <p style="text-align: center;">EDGARDO E. TULIN</p> <p style="text-align: center;">Vice President for Planning and Resource Generation</p> <p style="text-align: center;">Signature and Title of Immediate Supervisor</p> </div> </div>																													
<p>25. APPROVED:</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 50%; text-align: right;"> <p style="text-align: center;">JOSE L. BACUSMO</p> <p style="text-align: center;">Head of Agency</p> </div> </div>																													