

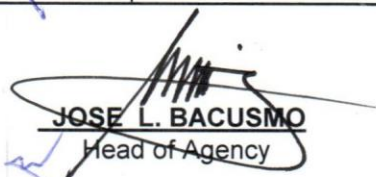


REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC Form No. 1 (Position Description Form)		COLIS, HONEY SOFIA VEGA	
		(Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE SCU	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK Baybay, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. ADOF 4-19-2004	7a. SALARY P.A.: ₱ 298,644.00	
8. OFFICIAL DESIGNATION OF POSITION Administrative Officer IV		7b. OTHER COMPENSATION: ₱ 24,000	
10. WAPCO CLASSIFICATION OF THIS POSITION		9. WORKING PROPOSED TITLE	
		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS			
MUNICIPALITY [] CITY [] PROVINCE []			
1st [] 2nd [] 3rd [] 4th [] 5th [] 6th []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time : DUTIES			
20% Supervise the staff of the Office of the Executive Officer and manages all the details for the smooth operation of the Office of the University President.			
20% Oversee the scheduling and maintaining of the calendars of meetings and travels and its arrangements for the University President.			
20% Prepare draft communications, memoranda, administrative orders, notices of meetings and other documents of the Office of the President.			
20% Assist the Executive Officer in coordinating and monitoring various activities of the different offices under the Office of the President.			
10% Prepare slide presentations during lectures and expert services of the President and the Executive officer and various reports required of the Office.			
10% Perform ad hoc and committee assignments during special occasions of the university including anniversary celebrations, graduations, etc.			
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Executive Officer		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR University President	
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) Josefina M. Larrosa, Adm. Aide VI, ADA6-91-2004; Elizabeth B. Albiso, Adm. Aide IV, ADAIV-111-2004; Melianida C. Faelnar, Adm. Aide III, CASUAL			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. computer, printer, scanner, telephone, digital camera, calculator, etc.			
18. CONTACT		19. WORKING CONDITION	
	Occasional Frequent	Normal Working Condition {x}	
General Public	[] {x}	Field work {x}	
Other Agencies	[x] []	Field Trips []	
Supervisors	[] {x}	Exposed to Varied Weather	
Management	[] {x}	Other's (Specify) []	
Others (Specify)	[] []		
20. I CERTIFY that the above answers are accurate and complete.			
_____		 HONEY SOFIA V. COLIS Signature of Employee	
Date			
21. Describe briefly the general function of the Unit or Section. <i>General management and administration of the University.</i>			
22. Describe briefly the general function of the position. <i>Manages the operation and supervises staff of the office of the President.</i>			
23.a 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: <i>Bachelor's degree relevant to the job.</i> Experience: <i>1 yr. of relevant experience; 4 hrs. of relevant training.</i>			
23b. Licenses or certificates required to do this work, if any. <i>CSC Professional Eligibility</i>			
24. I HEREBY CERTIFY that the above answers are accurate and complete.			
_____		 ALAN B. LORETO Executive Officer Signature and Title of Immediate Supervisor	
Date			
25. APPROVED			
_____		 JOSE L. BACUSMO Head of Agency	
Date			