

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

1. NAME OF EMPLOYEE

DE LA TORRE

MIRIAM

MORATA

(Family Name)

(Given Name)

(Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE UNIVERSITY

3. BUREAU OR OFFICE

VSU

4. DEPT./BRANCH/DIVISION

USSO

5. WORK STATION/PLACE OF WORK

VSU

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO.

ACT/

BOARD RES/

ITEM NO. GUID1-2-2008

7a. SALARY P.A.: P 170,376.00

7b. OTHER COMPENSATION PERA/ACA P 24,000.00

8. OFFICIAL DESIGNATION OF POSITION

Guidance Counselor I

9. WORKING PROPOSED TITLE

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATION GROUP TITLE

(leave blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS
MUNICIPALITY [] CITY [] PROVINCE []

1st

2nd

4th

5th

6th

[]

[]

[]

[]

[]

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please
attach additional sheets.

Percent of

Working Time :

DUTIES

- 50% : Guidance and Counseling for college and high school dormitory occupants
- 15% : Plans programs related to student housing
- 10% : Monitors implementation of dormitory policies
- 10% : Consultation with Dormitory Advisers re student housing problems
- 10% : Prepares reports on dormitory matters
- 5% : Overall coordination of Guidance Program in VSU-Laboratory High School
- 100%

Initiation of Policy

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Dean of Students	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Vice President for Academic Affairs
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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, calculator, notebook, ballpen, telephone

18. CONTACT <table style="width: 100%;"> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> <tr> <td>General Public</td> <td style="text-align: center;">[]</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>Others (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </table>		Occasional	Frequent	General Public	[]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Others (Specify)	[]	[]	19. WORKING CONDITION Normal Working Condition Field work [] Field Trips [] Exposed to Varied Weather [] Other's (Specify) []
	Occasional	Frequent																	
General Public	[]	[]																	
Other Agencies	[]	[]																	
Supervisors	[]	[]																	
Management	[]	[]																	
Others (Specify)	[]	[]																	

20. I CERTIFY that the above answers are accurate and complete.

11-17-09
 Date


 MIRIAM M. DELA TORRE
 Signature of Employee

21. Describe briefly the general function of the Unit or Section.
 Providing various services to students

22. Describe briefly the general function of the position.
 Guidance and counseling

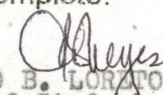
23.a. Indicate the required qualifications by years and kind of education considered in filling up a vacancy for this position. (Keep the position in mind rather than the qualifications of the present incumbent. This item should be filled for all positions other than teaching).

Education: B. S. degree in the area of specialization.
 Experience: none required.

23b. Licenses or certificates required to do this work,
 Civil Service Professional

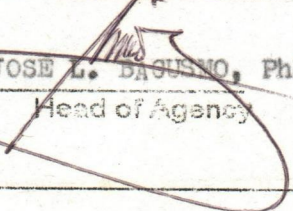
24. I HEREBY CERTIFY that the above answers are accurate and complete.

11-17-09
 Date


 MANOLO B. LLORATO, JR.
 Dean of Students
 Signature and Title of Immediate Supervisor

25. APPROVED

 Date


 JOSE L. DAGUNO, Ph.D.
 Head of Agency