
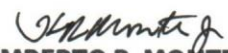
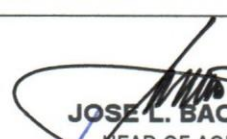


<b>REPUBLIC OF THE PHILIPPINES</b> BC-CSC Form No. 1 <b>(POSITION DESCRIPTION FORM)</b>		1. NAME OF EMPLOYEE		
		<b>GORRE</b>	<b>ELVIRA</b>	<b>BULAWAN</b>
		(Family Name)	(Given Name)	(Middle Name)
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT  <b>VISAYAS STATE UNIVERSITY</b>		3. BUREAU OR OFFICE		
4. DEPT./BRANCH/DIVISION  <b>INSTITUTE OF TROPICAL ECOLOGY AND ENVIRONMENTAL MANAGEMENT (ITEEM)</b>		5. WORK STATION/PLACE OF WORK  <b>VISCA, BAYBAY CITY, LEYTE</b>		
6a. PRES. APPRO. ACT/  BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/  BOARD RES/ ITEM NO. <b>ADAS2-40-2004</b>	7a. SALARY P.A.: <b>P 179,172.00</b>		
		7b. OTHER COMPENSATION: <b>PERA/ACA</b>		
8. OFFICIAL DESIGNATION OF POSITION  <b>ADMINISTRATIVE ASSISTANT II</b>		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 [ <input checked="" type="checkbox"/> ] PROVINCE [ ]				
1 <sup>ST</sup> 2 <sup>ND</sup> 3 <sup>RD</sup> 4 <sup>TH</sup> 5 <sup>TH</sup> 6 <sup>TH</sup>				
[ ] [ ] [ ] [ ] [ ] [ ]				
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.				
PERCENT OF WORKING TIME	D U T I E S			
30%	Administrative Concerns <ul style="list-style-type: none"><li>Assist in the managing/overseeing of the Institute's administrative functions; Assist in the preparation of budgets; Prepare APP/EPP; Prepare appointments of affiliate and core faculty; Prepare faculty workloads; Review incoming documents, more especially papers for director's signature; Prepare letters/comments/notes; Issue records/documents; Prepare standard government forms; Assist in the monitoring of the Institute's funds; Files official documents of the Institute</li></ul>			
25%	Desktop designing/preparing and processing (includes modifications and revisions) of materials arising from or in relation to different activities of the Institute, the College and the University. <ul style="list-style-type: none"><li>Information, Education and Communication (IEC) materials and other publications; Materials for trainings/ workshops etc.; Electronic visual aids; Accomplishment reports; Development plans; and other materials</li></ul>			
20%	Preparation of materials for Trainings/Workshops/Seminars/Conferences/Symposia & other related activities conducted/sponsored by the Institute, the College, and the University. <ul style="list-style-type: none"><li>Programs, invitations, backdrops and other materials for tarpaulin printing, handouts/lecture notes, workshop forms, certificates, nametags, training kits, proceedings, etc.</li></ul>			
10%	Desktop reproduction of IECs and other information materials/publications, training materials, reports, etc.			
15%	Other assignments <ul style="list-style-type: none"><li>Manage records of: electronic files, incoming/outgoing documents, trips of vehicle assigned at the Institute, internal clearances, personal and official long distance calls, incoming fax messages; Perform IT management/assistance; Take charge on e-mails of the institute; Assist in telefax messaging; Develop office forms; Maintain the Institute's main library; Consolidate/bind reports and other documents; Posts info for dissemination on the Institute's bulletin board; Verify phone bills against phone call records; Purchase materials for emergency use; Perform tasks in committees.</li></ul>			
100%	TOTAL			

<b>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  <p style="text-align: center;"><b>DIRECTOR, INSTITUTE OF TROPICAL ECOLOGY &amp; ENVIRONMENTAL MANAGEMENT</b></p>	<b>15. POSITION/TITLE OF NEXT HIGHER SUPERVISOR</b>  <p style="text-align: center;">President</p>																												
<b>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (<i>if more than 7, list only by their item nos. and titles</i>)</b>																													
<b>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</b>  <p style="text-align: center;"><b>DESKTOP COMPUTER, PRINTER, SCANNER, BALLPEN, PENCIL, CALCULATOR, STAPLER, PUNCHER</b></p>																													
<b>18. CONTACT</b> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <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 (<i>Specify</i>) _____</td> <td style="text-align: center;">[   ]</td> <td style="text-align: center;">[   ]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[ ✓ ]	[   ]	Other Agencies	[ ✓ ]	[   ]	Supervisors	[   ]	[ ✓ ]	Management	[   ]	[ ✓ ]	Others ( <i>Specify</i> ) _____	[   ]	[   ]	<b>19. WORKING CONDITION</b> <table style="margin-left: auto; margin-right: auto;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[ ✓ ]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[   ]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[   ]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[   ]</td> </tr> <tr> <td>Others (<i>Specify</i>) _____</td> <td style="text-align: center;">[   ]</td> </tr> </tbody> </table>	Normal Working Condition	[ ✓ ]	Field Work	[   ]	Field Trips	[   ]	Exposed to Varied Weather	[   ]	Others ( <i>Specify</i> ) _____	[   ]
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<b>20. I CERTIFY that the above answers are accurate and complete.</b>  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>2/15/2013</u> DATE         </div> <div style="text-align: right;">   <b>ELVIRA B. GORRE</b> SIGNATURE OF EMPLOYEE         </div> </div>																													
<b>21. Describe briefly the general function of the Unit or Section.</b>  <p style="text-align: center;"><b>Attainment of the well-being of the people in the Visayas through effective and highly developed resources and the generation, dissemination and application of relevant knowledge and technology in tropical ecology.</b></p>																													
<b>22. Describe briefly the general function of the position.</b>  <p style="text-align: center;"><b>To responsibly serve as an effective administrative worker for the Institute and the University.</b></p>																													
<b>23. Indicate the required qualifications by years and kind of education considered in filling up a vacancy for this position. (<i>Keep the position in mind rather than the qualifications of the present incumbent. This item should be filled for all positions other than teaching</i>).</b>  Education: Completion of two years studies in College. Experience: 1 year of relevant experience; 4 hrs of relevant training.																													
<b>24. Licenses or certificates required to do this work, if any.</b>  <p style="text-align: center;">CSC Sub Prof Eligibility</p>																													
<b>25. I HEREBY CERTIFY that the above answers are accurate and complete.</b>  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>2/15/2013</u> DATE         </div> <div style="text-align: right;">   <b>HUMBERTO R. MONTES, JR.</b> SIGNATURE &amp; TITLE OF IMMEDIATE SUPERVISOR         </div> </div>																													
<b>26. APPROVED</b>  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">   _____ DATE         </div> <div style="text-align: right;">   <b>JOSE L. BACUSMO</b> HEAD OF AGENCY         </div> </div>																													