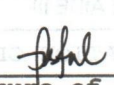
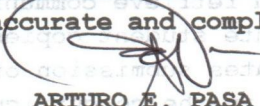



<b>REPUBLIC OF THE PHILIPPINES</b> <b>BC-CSC Form No. 1</b> <b>(Position Description Form)</b>	<b>1. NAME OF EMPLOYEE</b>  <div style="display: flex; justify-content: space-between;"> <span><b>VISTAL</b> (Family Name)</span> <span><b>PEARL</b> (Given Name)</span> <span><b>PABROQUEZ</b> (Middle Name)</span> </div>
<b>2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT</b>  Visayas State University, Baybay City, Leyte	<b>3. BUREAU OR OFFICE</b>  SUC
<b>4. DEPT./BRANCH/DIVISION</b> DEPARTMENT OF FOREST SCIENCE	<b>5. WORK STATION/PLACE OF WORK</b> BAYBAY CITY, LEYTE
<div style="display: flex;"> <div style="flex: 1;"> <b>6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.</b> </div> <div style="flex: 1;"> <b>6b. PREV. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.</b> </div> </div> <div style="text-align: right; margin-top: -20px;">         VUCAB-ADG-188-2004       </div>	<b>7a. SALARY P.A.:</b> P124,812.00  <b>7b. OTHER COMPENSATION:</b> 24.00
<b>8. OFFICIAL DESIGNATION OF POSITION</b> ADMINISTRATIVE AIDE III	<b>9. WORKING PROPOSED TITLE</b> ADMINISTRATIVE AIDE III
<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> <div style="display: flex; justify-content: space-between;"> <div>MUNICIPALITY <input type="checkbox"/></div> <div>CITY <input type="checkbox"/></div> <div>PROVINCE <input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div>1st <input type="checkbox"/></div> <div>2nd <input type="checkbox"/></div> <div>3rd <input type="checkbox"/></div> <div>4th <input type="checkbox"/></div> <div>5th <input type="checkbox"/></div> <div>6th <input type="checkbox"/></div> </div>	
<b>13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.</b>  Percent of Working Time: _____ <div style="text-align: center; margin-top: 10px;"> <b>D U T I E S</b> </div> <div style="padding: 10px;"> <p>90% 1. Perform administrative related functions, among others are the following:</p> <ul style="list-style-type: none"> <li>a) Prepare &amp; encode draft and final copies of Actual Teaching Load, Individual Faculty Workload, communications, certificates, travel requests, teaching guides and other office-related documents.</li> <li>b) Record documents for delivery, receive and forward documents to concerned faculty/staff.</li> <li>c) File and retrieve communications, memos and other official records</li> <li>d) Distribute student copies of grades &amp; final exam/assessment.</li> <li>e) Facilitates submission of E-copy and hard copy of grades.</li> </ul> <p>5% 2. Participate in the co-curricular activities.</p> <p>5% 3. Perform other functions assigned by the Dean, Department Head &amp; Faculty.</p> <p>100%</p> </div>	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR  DEPARTMENT HEAD	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  COLLEGE DEAN																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)  NONE																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  COMPUTER, PRINTER, PHOTOCOPYING MACHINE, CALCULATOR, BALLPEN, PENCIL																													
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;">[ X ]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ X ]</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	[ ]	[ X ]	Management	[ ]	[ X ]	Other (Specify)	[ ]	[ ]	19. WORKING CONDITION  <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[ X ]</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 (Specify)</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>	Normal Working Condition	[ X ]	Field Work	[ ]	Field Trips	[ ]	Exposed to Varied Weather	[ ]	Others (Specify)	[ ]
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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>February 29, 2016</u> Date         </div> <div style="text-align: center;">  Signature of Employee         </div> </div>																													
21. Describe briefly the general function of the Unit or Section.  Instruction, research & extension																													
22. Describe briefly the general function of the position.  Clerical services																													
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:																													
23b. Licenses or certificates required to do this work, if any.  Civil Service Eligibility (Sub-Prof.)																													
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>February 29, 2016</u> Date         </div> <div style="text-align: center;">             ARTURO E. PASA Signature and Title of Immediate Supervisor         </div> </div>																													
25. APPROVED:  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">           _____ Date         </div> <div style="text-align: center;">             EDGARDO E. TULIN Head of Agency         </div> </div>																													