

<p style="text-align: center;">REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)</p>	<p>1. NAME OF EMPLOYEE</p> <p style="text-align: center;"> GUINOCOR RYSAN CAYUNDA <small>(Family Name) (Given Name) (Middle Name)</small> </p>															
<p>2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT</p> <p>Visayas State University, Baybay City, Leyte</p>	<p>3. BUREAU OR OFFICE</p> <p style="text-align: center;">Legal Office</p>															
<p>4. DEPT./BRANCH/DIVISION</p>	<p>5. WORK STATION/PLACE OF WORK</p>															
<p>6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.</p>	<p>6b. PREV. APPRO ACT/BOARD RES/ORD. NO. ITEM NO.</p> <p style="text-align: center;">VISCAR-ATTY-8-2010</p>															
<p>7a. SALARY P.A.:</p>	<p>7b. OTHER COMPENSATION: P 24,000.00</p>															
<p>8. OFFICIAL DESIGNATION OF POSITION</p> <p style="text-align: center;">Attorney IV</p>	<p>9. WORKING PROPOSED TITLE</p> <p style="text-align: center;">Attorney IV</p>															
<p>10. WAPCO CLASSIFICATION OF THIS POSITION</p>	<p>11. OCCUPATION GROUP TITLE (leave blank)</p>															
<p>12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">MUNICIPALITY []</td> <td style="text-align: center;">CITY []</td> <td style="text-align: center;">PROVINCE []</td> </tr> </table> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">1st</td> <td style="text-align: center;">2nd</td> <td style="text-align: center;">3rd</td> <td style="text-align: center;">4th</td> <td style="text-align: center;">5th</td> <td style="text-align: center;">6th</td> </tr> <tr> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </table>		MUNICIPALITY []	CITY []	PROVINCE []	1st	2nd	3rd	4th	5th	6th	[]	[]	[]	[]	[]	[]
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<p>13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.</p>																
<p>Percent of : Working Time:</p> <p style="text-align: center;">D U T I E S</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; text-align: center;">25%</td> <td>1. Conduct investigation involving discipline of faculty and staff and against illegal actions against the university by private individuals or organizations.</td> </tr> <tr> <td style="text-align: center;">20%</td> <td>2. Initiate legal actions to protect the rights and properties of the university.</td> </tr> <tr> <td style="text-align: center;">15%</td> <td>3. Review and notarize contracts, memo of agreement and other legal documents executed and necessary in the implementation of its programs and for the normal operation of the University.</td> </tr> <tr> <td style="text-align: center;">15%</td> <td>4. Prepare pleadings and other documents necessary relative to pending cases whether civil, criminal or administrative where the university or its faculty and staff in their official capacity are party litigants.</td> </tr> <tr> <td style="text-align: center;">10%</td> <td>5. Provide legal advises to the University personnel involving administrative issues in the performance of their official functions.</td> </tr> <tr> <td style="text-align: center;">10%</td> <td>6. Give legal opinions on legal matters referred to him by the University President and other officials of the University.</td> </tr> <tr> <td style="text-align: center;">5%</td> <td>7. Performs other functions as required by superiors.</td> </tr> </table>		25%	1. Conduct investigation involving discipline of faculty and staff and against illegal actions against the university by private individuals or organizations.	20%	2. Initiate legal actions to protect the rights and properties of the university.	15%	3. Review and notarize contracts, memo of agreement and other legal documents executed and necessary in the implementation of its programs and for the normal operation of the University.	15%	4. Prepare pleadings and other documents necessary relative to pending cases whether civil, criminal or administrative where the university or its faculty and staff in their official capacity are party litigants.	10%	5. Provide legal advises to the University personnel involving administrative issues in the performance of their official functions.	10%	6. Give legal opinions on legal matters referred to him by the University President and other officials of the University.	5%	7. Performs other functions as required by superiors.	
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14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">Executive Officer</p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">University President</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 style="text-align: center;">Asteria A. Sevilla, AO II; Jeanete B. Israel, AO V; Jonna Degenion, JO</p>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p style="text-align: center;">computer, printer, calculator etc</p>																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="width: 20%; 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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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>Education: Bachelor of Laws</p> <p>Experience: 2 years of relevant experience; 8 hrs of relevant training.</p>																													
23b. Licenses or certificates required to do this work, if any. <p style="text-align: center;">RA 1080</p>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <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;">ALAN B. LORETO</p> <p style="text-align: center;">Signature and Title of Immediate Supervisor</p> </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between;"> <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;">JOSE L. BACUSMO</p> <p style="text-align: center;">Head of Agency</p> </div> </div>																													