

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

1 NAME OF EMPLOYEE

VALENZONA ERLINDA SANTIAGO

(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/  
LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

3. BUREAU OR OFFICE

4. DEPT./BRANCH/DIVISION

OFFICE OF THE VICE PRES. FOR ACADEMIC AFFAIRS

5. WORK STATION/PLACE OF WORK

BAYBAY, LEYTE

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO.

ACT/

BOARD RES/

ITEM NO. VIS-CAB-CK3-8-98

7a. SALARY P.A. ₱ 91,272.00

7b. OTHER COMPENSATION: PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION

CLERK III

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

3rd

4th

5th

6th

[ ]

[ ]

[ ]

[ ]

[ ]

[ ]

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

attach additional sheets.

Percent of

Working Time :

DUTIES

45%

Receives/Checks/Records/Countersigns incoming documents for Vice President's action

15%

Prepares/Types vouchers, travels, and other claims for payment

15%

Prepares/Types requisitions of equipment, supplies and materials

15%

Answers telephone calls

10%

Does other tasks assigned by the Vice President for Academic Affairs from time to time



14. POSITION TITLE OF IMMEDIATE SUPERVISOR

VICE PRESIDENT FOR ACADEMIC AFFAIRS

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

PRESIDENT

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, Fax, Typewriter, Telephone, Calculator, Ballpen/Pencil, etc.

18. CONTACT

Occasional Frequent

General Public

[ ]

[X]

Other Agencies

[X]

[ ]

Supervisors

[ ]

[X]

Management

[ ]

[ ]

Others (Specify)

[ ]

[ ]

19. WORKING CONDITION

Normal Working Condition [X]

Field work [ ]

Field Trips [ ]

Exposed to Varied Weather [ ]

Other's (Specify) [ ]

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

March 16, 2004

Date

ERLANDA S. VALENZONA

Signature of Employee

21. Describe briefly the general function of the Unit or Section.

Coordinates the planning, implementation and evaluation of the instruction program and activities in all academic units in the main and external campuses

22. Describe briefly the general function of the position.

Performs administrative/ clerical works

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: Two (2) years in college

Experience:

23b. Licenses or certificates required to do this work, if any.

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

March 16, 2004

Date

MANUEL K. PALOMAR

Vice President for Academic Affairs

Signature and Title of Immediate Supervisor

25. APPROVED

Date

PACIENCIA P. MILAN

Head of Agency