REPUBLIC OF THE PHILIPPINES	1. NAME OF EMPLOYEE
BC-CSC Form No. 1 (Position Description Form)	BALBARIAD VIVIAN (Family Name) (Given Name) (Middle Name)
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT	3. BUREAU OR OFFICE
Visayas State University, Baybay City, Leyte	Office of the Univ (board Secretary
4. DEPT./BRANCH/DIVISION	5. WORK STATION/PLACE OF WORK
6a. PRES. APPRO. 6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. ITEM NO. VILCOM - ADDE	7a. SALARY P.A.: \$212,936.00 7b. OTHER COMPENSATION: P 24,000.00 >- 24-2004
8. OFFICIAL DESIGNATION OF POSITION Advins fractive Opier III	9. WORKING PROPOSED TITLE
10. WAPCO CLASSIFICATION OF THIS POSITION	11. OCCUPATION GROUP TITLE (leave blank)
13. STATEMENT OF DUTIES AND RESPONSIBILITIES attached additional sheets. Percent of :	3. If more space is needed, please
13. STATEMENT OF DUTIES AND RESPONSIBILITIES attached additional sheets. Percent of : Working Time: D U T I	E. S.
13. STATEMENT OF DUTIES AND RESPONSIBILITIES attached additional sheets. Percent of :	E. S.
13. STATEMENT OF DUTIES AND RESPONSIBILITIES attached additional sheets. Percent of: Norking Time: DUTI	Es DCO and UAC Meetings.
13. STATEMENT OF DUTIES AND RESPONSIBILITIES attached additional sheets. Percent of: Working Time: DUTI 20 Record Minutes of BOR, UA. 20 Transcribe Minutes of the R. 15 File and Prepare Agend F.	ES DOD and UAC Meetings. BOR, UADOD and UAC Meetings. Polder Colocuments/maturials)
13. STATEMENT OF DUTIES AND RESPONSIBILITIES attached additional sheets. Percent of: Norking Time: DUTI 20 Record Minutes of BOR, UA 20 Transcribe Minutes of the R 15 File and Prepare Agend F needed for BOR, UADCO	ES DCO and UAC Meetings. BOR, UADCO and UAC Meetings. Polder Colocuments/maturials) o, and UAC meetings.
13. STATEMENT OF DUTIES AND RESPONSIBILITIES attached additional sheets. Percent of: Working Time: DUTI DUTI DUTI Transcribe Minutes of BOR, UA Transcribe Minutes of More R File and Prepare Agend F needed for BOR, UADCO 15 Umprove and Update storage by the Board, UADCO	ES DCO and UAC Meetings. BOR, UADCO and UAC Meetings. Folder (documents/maturials) , and UAC meetings. e of Information (issues approved and UAC
13. STATEMENT OF DUTIES AND RESPONSIBILITIES attached additional sheets. Percent of: Norking Time: DUTI 20 Record Minutes of BOR, UA. 20 Transcribe Minutes of the R. 15 File and Prepare Agend F. 16 Prepare and Update storage by the Board, UADCO 10 Prepare and Send notice of UAC Members per Inc.	ES DCD and UAC Meetings. BOR, UADCD and UAC Meetings. Folder (documents/maturials) , and UAC meetings. e of Information (issues approved and UAC meetings for the BOR, UADCD and stuction of the Board Secretary.
13. STATEMENT OF DUTIES AND RESPONSIBILITIES attached additional sheets. Percent of: Norking Time: DUTI 20 Record Minutes of BOR, UA. 20 Transcribe Minutes of the B. 15 File and Prepare Agend F. 16 Prepare and Update storage by the Board, UADCO 10 Prepare and send notice of UAC Members per In. 5 Poepare Modrix of Resolutions BOR 5 Orrange pacilities for un	ES DOD and UAC Meetings. BOR, UADOD and UAC Meetings. Bolder (documents/maturials) o, and UAC meetings. e of Information (issues approved and UAC meetings for the BOR, UADOD and stuction of the Board Secretary. etions of issues discussed by the iversity meetings.
13. STATEMENT OF DUTIES AND RESPONSIBILITIES attached additional sheets. Percent of: Working Time: DUTI 20 Record Minutes of BOR, UA. 20 Transcribe Minutes of the B. 15 File and Prepare Agend F. 16 Prepare and Update storage by the Board, UADCO 10 Prepare and send notice of UAC Members per In. 5 Poepare Modrix of Resolutions BOR 5 Orrange pacifities for un	ES DOD and UAC Meetings. BOR, UADOD and UAC Meetings. Folder (obcuments/maturials) , and UAC meetings. e of Information (issues approved and UAC meetings for the BOR, UADOD and stuction of the Board Secretary. etions of issues discussed by the

14.	POSITION TITLE OF IMMEDIATE SUPERVISOR	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
	Board Secretary	Univ. President
16.	NAMES, TITLES AND ITEM NOS. OF THOSE YOU only by their item nos. and titles)	DIRECTLY SUPERVISE (if more than (7), list
o tur	wash live and point of None and the second	
17.	MACHINES, EQUIPMENT, TOOLS, etc. used re	egularly in performance of work. Fax maching
	Computer, calculator, Copy P.	inter, Xerox Machine, Ring Birding
18.	CONTRACT Occasional Frequent	19. WORKING CONDITION much'n
	General Public [X] []	Normal Working Condition [X] Field Work
	Other Agencies [] [] Supervisors []	Field Trips [] Exposed to Varied Weather []
	Management [] []	Others (Specify)
	Other (Specify) [] []	
20.	I CERTIFY that the above answers are acc	curate and complete.
	1 m 12 20 12	Gallam
	Jan. 12, 2012 Date	Signature of Employee
21.	Describe briefly the general function of	
	Facilitates the conduct of meetings	
	administrative Council University	A cademic Council as well as take note
	and produce the minutes of th	ne meetings conducted.
22		
	2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	or one position.
	De l'alla d'alla de	1 2/1:
	Performs administrative a	and office support activities.
23a.	Indicate the required qualifications by filling up a vacancy for this position.	years and kind of education considered in
23a.	Indicate the required qualifications by filling up a vacancy for this position. the qualifications of the present incumb positions other than teaching). Education: Bacheler's Degree	years and kind of education considered in (Keep the position in mind rather than ent. This item should be filled for all
23a.	Indicate the required qualifications by filling up a vacancy for this position. the qualifications of the present incumb positions other than teaching). Education: Bacheler's Degree	years and kind of education considered in (Keep the position in mind rather than
139	Indicate the required qualifications by filling up a vacancy for this position. the qualifications of the present incumb positions other than teaching). Education: Bacheler's Degree	years and kind of education considered in (Keep the position in mind rather than ent. This item should be filled for all the should
139	Indicate the required qualifications by filling up a vacancy for this position. the qualifications of the present incumb positions other than teaching). Education: Bachelor's Degree Experience: 1 year of human by	years and kind of education considered in (Keep the position in mind rather than ent. This item should be filled for all the should
23b.	Indicate the required qualifications by filling up a vacancy for this position. the qualifications of the present incumb positions other than teaching). Education: Bacheler's Degree Experience: 1 year of human by Licenses or certificates required to do CS Prefessional	years and kind of education considered in (Keep the position in mind rather than ent. This item should be filled for all want for high this work, if any.
23b.	Indicate the required qualifications by filling up a vacancy for this position. the qualifications of the present incumb positions other than teaching). Education: Bacheler's Degree Experience: 1 year & Mulliand Land Licenses or certificates required to do	years and kind of education considered in (Keep the position in mind rather than ent. This item should be filled for all want for high this work, if any.
23b.	Indicate the required qualifications by filling up a vacancy for this position. the qualifications of the present incumb positions other than teaching). Education: Bacheler's Degree Experience: 1 year of the present incumb positions other than teaching). Licenses or certificates required to do CS Prefessional I HEREBY CERTIFY that the above answers	years and kind of education considered in (Keep the position in mind rather than ent. This item should be filled for all this work, if any. A M. The Months of the work of the work, if any.
23b.	Indicate the required qualifications by filling up a vacancy for this position. the qualifications of the present incumb positions other than teaching). Education: Bacheler's Degree Experience: 1 year of house of the present incumb positions other than teaching). Licenses or certificates required to do CS Prefessional I HEREBY CERTIFY that the above answers	years and kind of education considered in (Keep the position in mind rather than ent. This item should be filled for all this work, if any. DANIER m. Thomp, JR.
23b.	Indicate the required qualifications by filling up a vacancy for this position. the qualifications of the present incumb positions other than teaching). Education: Bacheler's Degree Experience: 1 year of house of the present incumb positions other than teaching). Licenses or certificates required to do CS Prefessional I HEREBY CERTIFY that the above answers	years and kind of education considered in (Keep the position in mind rather than ent. This item should be filled for all wind and the should be filled for all this work, if any. This work, if any. The property of the should be filled for all this work, if any.
23b.	Indicate the required qualifications by filling up a vacancy for this position. the qualifications of the present incumb positions other than teaching). Education: Bacheler's Degree Experience: 1 year of bulliand by Licenses or certificates required to do CS Prefessional I HEREBY CERTIFY that the above answers	years and kind of education considered in (Keep the position in mind rather than ent. This item should be filled for all this work, if any. DANIER m. Thomp, JR,
23b.	Indicate the required qualifications by filling up a vacancy for this position. the qualifications of the present incumb positions other than teaching). Education: Bacheler's Degree Experience: 1 year of house of the present incumb positions other than teaching). Licenses or certificates required to do CS Prefessional I HEREBY CERTIFY that the above answers	years and kind of education considered in (Keep the position in mind rather than ent. This item should be filled for all wind the filled for all this work, if any. This work, if any. The property of the position of the p
23b.	Indicate the required qualifications by filling up a vacancy for this position. the qualifications of the present incumb positions other than teaching). Education: Bacheler's Degree Experience: 1 year of bulliand by Licenses or certificates required to do CS Prefessional I HEREBY CERTIFY that the above answers	years and kind of education considered in (Keep the position in mind rather than ent. This item should be filled for all with the should be filled for all this work, if any. This work, if any. The proof of Immediate Supervisor
23a. 23b. 24.	Indicate the required qualifications by filling up a vacancy for this position. the qualifications of the present incumb positions other than teaching). Education: Bacheler's Degree Experience: 1 year of bulliand by Licenses or certificates required to do CS Prefessional I HEREBY CERTIFY that the above answers	years and kind of education considered in (Keep the position in mind rather than ent. This item should be filled for all (Linch of Mr. of Months) this work, if any. are accurate and complete. DAMIES m. Thomp, JR, gnature and Title of Immediate Supervisor JOSE L. BACUSMO
23b.	Indicate the required qualifications by filling up a vacancy for this position. the qualifications of the present incumb positions other than teaching). Education: Bacheler's Degree Experience: 1 year of believed to do CS Prefessional I HEREBY CERTIFY that the above answers Jan. 13, 2012 Date Si APPROVED:	years and kind of education considered in (Keep the position in mind rather than ent. This item should be filled for all with the should be filled for all this work, if any. This work, if any. The proof of Immediate Supervisor
23b.	Indicate the required qualifications by filling up a vacancy for this position. the qualifications of the present incumb positions other than teaching). Education: Bacheler's Degree Experience: 1 year of believed to do CS Prefessional I HEREBY CERTIFY that the above answers Jan. 13, 2012 Date Si APPROVED:	years and kind of education considered in (Keep the position in mind rather than ent. This item should be filled for all (Linch of Mr. of Months) this work, if any. are accurate and complete. DAMIES m. Thomp, JR, gnature and Title of Immediate Supervisor JOSE L. BACUSMO
23b. 24.	Indicate the required qualifications by filling up a vacancy for this position. the qualifications of the present incumb positions other than teaching). Education: Bacheler's Degree Experience: 1 year of believed to do CS Prefessional I HEREBY CERTIFY that the above answers Jan. 13, 2012 Date Si APPROVED:	years and kind of education considered in (Keep the position in mind rather than ent. This item should be filled for all With a Mark of Milwant fourly this work, if any. are accurate and complete. DAMIEM M. THOMP, JR, gnature and Title of Immediate Supervisor JOSE L. BACUSMO Head of Agency