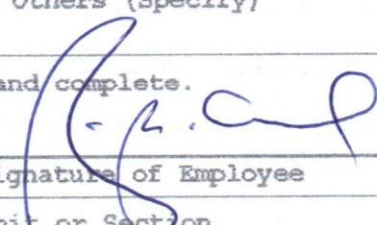

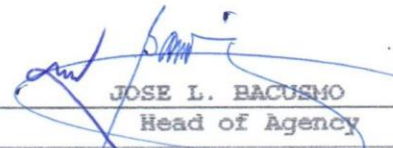


| | | | |
|---|--|---|--|
| REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form) | | 1. NAME OF EMPLOYEE CERNA MIZAEAL B. <hr/> (Family Name) (Given Name) (Middle Name) | |
| 2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY | | 3. BUREAU OR OFFICE VSU | |
| 4. DEPT./BRANCH/DIVISION | | 5. WORK STATION/PLACE OF WORK | |
| 6a. PRES. APPRO. 6b. PREV. APPRO ACT/ ACT/ BOARD RES/ BOARD RES/ ORD. NO. ORD. NO. ITEM NO. ITEM NO. | | 7a. SALARY P.A.: 7b. OTHER COMPENSATION: | |
| 8. OFFICIAL DESIGNATION OF POSITION ADMINISTRATIVE AIDE III | | 9. WORKING PROPOSED TITLE ADMINISTRATIVE AIDE III | |
| 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 attached additional sheets. | | | |
| Percent of : Working Time: D U T I E S | | | |

| | |
|-----|---|
| 30% | Makes streamers, banners, backdrops, posters |
| 30% | Performs messengerial services |
| 20% | Designs and lay-outs t-shirts, displays, exhibits & paintings |
| 10% | Binds reports, reference materials, training modules |
| 10% | Prepares cover designs for reports |

240

6499

| 14. POSITION TITLE OF IMMEDIATE SUPERVISOR DIRECTOR, ISRDS | 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR DEAN, CME | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|------------|----------|----------------|-----|-----|----------------|-----|-----|-------------|-----|-----|------------|-----|-----|-----------------|-----|-----|--|--------------------------|-----|------------|-----|-------------|-----|---------------------------|-----|------------------|-----|
| 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. Pencil, ruler, etc. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18. CONTRACT | 19. WORKING CONDITION | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th></th> <th>Occasional</th> <th>Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td>[X]</td> <td>[]</td> </tr> <tr> <td>Other Agencies</td> <td>[]</td> <td>[]</td> </tr> <tr> <td>Supervisors</td> <td>[]</td> <td>[]</td> </tr> <tr> <td>Management</td> <td>[]</td> <td>[]</td> </tr> <tr> <td>Other (Specify)</td> <td>[]</td> <td>[]</td> </tr> </tbody> </table> | | Occasional | Frequent | General Public | [X] | [] | Other Agencies | [] | [] | Supervisors | [] | [] | Management | [] | [] | Other (Specify) | [] | [] | <table border="1"> <tbody> <tr> <td>Normal Working Condition</td> <td>[]</td> </tr> <tr> <td>Field Work</td> <td>[]</td> </tr> <tr> <td>Field Trips</td> <td>[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td>[X]</td> </tr> <tr> <td>Others (Specify)</td> <td>[]</td> </tr> </tbody> </table> | Normal Working Condition | [] | Field Work | [] | Field Trips | [] | Exposed to Varied Weather | [X] | Others (Specify) | [] |
| | Occasional | Frequent | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| General Public | [X] | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other Agencies | [] | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Supervisors | [] | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Management | [] | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other (Specify) | [] | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Normal Working Condition | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Field Work | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Field Trips | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Exposed to Varied Weather | [X] | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Others (Specify) | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20. I CERTIFY that the above answers are accurate and complete. 8/27/15 Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  Signature of Employee | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21. Describe briefly the general function of the Unit or Section. To facilitate in the implementation of the programs of the Institute for Strategic Research & Development Studies | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22. Describe briefly the general function of the position. To perform illustrator & messengerial job | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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: None | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23b. Licenses or certificates required to do this work, if any. None | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div> Date </div> <div>  MARIA AURORA T. W. TARADA Signature and Title of Immediate Supervisor </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25. APPROVED: <div style="display: flex; justify-content: space-between;"> <div> Date </div> <div>  JOSE L. BACUSMO Head of Agency </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |