

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE TABINAS JULIA AVELLANA (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE Department of Business and Management	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. 6b. PREV. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. VISCAD-ADAG-82-2004		7a. SALARY P.A.: ₱ 15,022.00 7b. OTHER COMPENSATION: ₱ 24,000	
8. OFFICIAL DESIGNATION OF POSITION Administrative Aide VI		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 <input type="checkbox"/> CITY <input checked="" type="checkbox"/> PROVINCE <input checked="" type="checkbox"/> 1st 2nd 3rd 4th 5th 6th <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time:			
DUTIES			
20%	Types handouts, course outlines, syllabi, teaching guides, manuals, exams, quizzes, communications, reports and other teaching materials,		
20%	Prepares pro-forma letters/cover/transmittal and other documents		
20%	Prepares and types purchase requests, job requests, vouchers, cash advances, liquidation reports, payrolls, trip tickets, RIS, travel orders, renewal of appointments, CSR, trip tickets, RIS, travel orders, application for leave, accomplishments, individual and projected faculty workload, individual class schedule, classroom utilization and other office forms.		
10%	Files and retrieves communications, memos, and other official records.		
10%	Facilitates/Conducts Teaching Performance Evaluation of assigned department.		
5%	Assists in the distribution of handouts, course outlines, students' grades, certificate of registration and other forms.		
5%	Assists in sorting, collating and staples exams, syllabi, handouts, course outlines, teaching guides and other materials		
4%	Assists in photocopying documents		
3%	Attendance to meetings, seminars, trainings/workshops		
2%	Assists in receiving/relaying telephone calls		
1%	Do other duties and responsibilities as may be assigned by supervisor,		
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Dean																		
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, calculator, photocopying machine																			
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;">[]</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;">[]</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	[]	[]	Other Agencies	[]	[]	Supervisors	[]	[x]	Management	[]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION Normal Working Condition [x] Field Work [] Field Trips [] Exposed to Varied Weather [] Others (Specify) []
	Occasional	Frequent																	
General Public	[]	[]																	
Other Agencies	[]	[]																	
Supervisors	[]	[x]																	
Management	[]	[]																	
Other (Specify)	[]	[]																	
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u>June 30, 2014</u> Date </div> <div style="text-align: center;"> JULIA A. TABINAS Signature of Employee </div> </div>																			
21. Describe briefly the general function of the Unit or Section. Instruction, research & extension services.																			
22. Describe briefly the general function of the position. Administrative 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 2 years studies in college. Experience:																			
23b. Licenses or certificates required to do this work, if any. CSC Eligibility.																			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u>June 30, 2014</u> Date </div> <div style="text-align: center;"> ANTONIO P. ABAMO Signature and Title of Immediate Supervisor </div> </div>																			
25. APPROVED: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u> </u> Date </div> <div style="text-align: center;"> JOSE L. BACUSMO Head of Agency </div> </div>																			