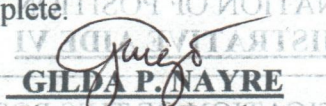
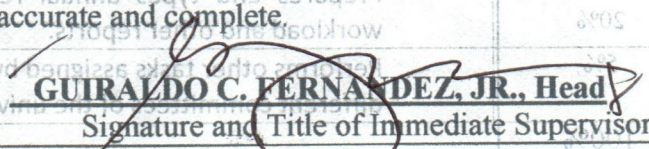
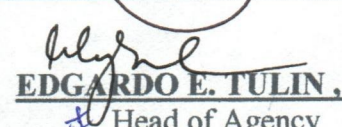


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 11 (Position Description Form)		1. NAME OF EMPLOYEE NAYREI GILDA PREJULA (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT DLABS Visayas State University		3. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPROP ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A. ₱ 15,052.00 7b. OTHER COMPENSATION: ₱ 1,000.00 (Specify)	
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 type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th <input type="checkbox"/> 6 th <input type="checkbox"/>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time		D U T I E S	
40%		- Computerizes official communications, instructional materials, exams, quizzes, and other documents.	
20%		- Receives, releases, retrieves and files official documents.	
15%		Facilitates the conduct of faculty evaluation by the students and submits the same to the Office of the Vice President for Instruction	
20%		- Prepares and types annual report, report of teaching loads and individual faculty workload and other reports.	
5%		- Performs other tasks assigned by the department head, serves as member of different committees of the university & staff of the Culture & the Arts Center.	
100%			
EDGARDO E. TUIN, President Head of Agency		APPROVED: _____ Date: _____	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;">DEPARTMENT HEAD</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">DEAN</div>																												
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, printer, calculator, photocopier, pen, puncher, stapler, etc.																													
18. CONTRACT <table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: center;">Occasional</td> <td style="text-align: center;">Frequent</td> </tr> <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;">[]</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> </table>		Occasional	Frequent	General Public	[]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border: none;"> <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 Whether</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> </tr> </table>	Normal Working Condition	[X]	Field Work	[]	Field Trips	[]	Exposed to Varied Whether	[]	Others (Specify)	[]
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Field Work	[]																												
Field Trips	[]																												
Exposed to Varied Whether	[]																												
Others (Specify)	[]																												
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Date _____ </div> <div style="width: 45%; text-align: center;">  GILDA P. NAYRE Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <i>As a service department providing quality instruction, improve productivity, profitability, equity & well-being of the University as a whole.</i>																													
22. Describe briefly the general function of the position. <i>To provide services to the department head, faculty and staff, students and to the department as a whole.</i>																													
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. These items should be filled for all positions other than teaching). Education: Completion of two years studies in college. Experience:																													
23b. Licenses or certificates required to do this work, if any. Civil Service Professional Exam / Civil Service Sub-Prof. Eligibility																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Date _____ </div> <div style="width: 45%; text-align: center;">  GUINALDO C. FERNANDEZ, JR., Head Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Date _____ </div> <div style="width: 45%; text-align: center;">  EDGARDO E. TULIN, President Head of Agency </div> </div>																													