

Republic of the Philippines BC-CSC Form No. 1 (Position Description Form)		1. Name of Employee BANZON JOAN ROSEMARIE ABERCA <small>Family Name Given Name Middle Name</small>																
2. Department, Corporation or Agency/Local Government VISAYAS STATE UNIVERSITY (VSU)		3. Bureau or Office																
4. Department/Branch/Division OFFICE OF THE UNIVERSITY REGISTRAR		Work Station/Place of Work VSU, Visca, Baybay, Leyte																
6a. Present Appropriation Act/ Board Resolution/ Order No. Item No.	6b. Previous Appropriation Act/ Board Resolution Order No. Item No. <u>VSU-ADA3-184-2004</u>	7. Salary Per Annum ₱115,576.40	7b. Other Compensation ₱24,000-															
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 Government Unit and Unit's Class																		
<table><tr><td>Municipality</td><td><input type="checkbox"/></td><td>1st</td><td>4th</td><td><input type="checkbox"/></td></tr><tr><td>City</td><td><input type="checkbox"/></td><td>2nd</td><td>5th</td><td><input type="checkbox"/></td></tr><tr><td>Province</td><td><input type="checkbox"/></td><td>3rd</td><td>6th</td><td><input type="checkbox"/></td></tr></table>				Municipality	<input type="checkbox"/>	1st	4th	<input type="checkbox"/>	City	<input type="checkbox"/>	2nd	5th	<input type="checkbox"/>	Province	<input type="checkbox"/>	3rd	6th	<input type="checkbox"/>
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13. Statement of Duties and Responsibilities. If more space is needed, please attach additional sheets																		
Percent of WorkingTime		Duties																
10%	1. Assist during student's registration.																	
15%	2. Encode the following reports/documents a. report of students' completion grade b. approved application for adding/changing/& dropping of subjects c. change of curriculum/degree program e. change of academic adviser f. other related records/documents																	
15%	3. Prepare and update class rosters.																	
10%	4. Prepare Grade Sheets.																	
20%	5. Encode the student grades (midterm & final) and prepare the following reports: a. grade reports to be given to: academic adviser, permanent record, students copy & parents copy																	
5%	6. Check grade, GPA, and units enrolled of present and previous semester of scholarship applicants.																	
10%	7. Prepare diploma/certification/name cards of main/external campus.																	
5%	8. Prepare report on the list of graduates to be submitted to CHED and PRC.																	
10%	4. Performs other duties assigned from time to time by the Registrar																	
100%																		

14. Position Title of Immediate Supervisor University Registrar			15. Position Title of Next Higher Supervisor Vice President for Academic Affairs		
16. Names, Title and Item Nos. of those you directly supervise. (if more than 7, list only by their item numbers and titles)			17. Machines, Equipment, Tools, etc, used regularly in performance of work PC Computers, Printers, CDs, ballpen, pencil, stapler		
18. Contact	Occasional	Frequent	Working Condition		
General Public	x		Normal working condition	x	
Other Agencies	x		Field work		
Supervisors		x	Field trips		
Management		x	Exposed to varied weather		
Others (specify)			Others (specify)		
20. I certify that the above answers are accurate and complete					
			JOAN ROSEMARIE A. Banzon Signature of Employee		
21. Describe briefly the general function of the Unit or Section The Office of the University Registrar is in-charge of student admission, scheduling of classes, issuance of grades & upkeep of students' records. It also coordinates and control activities involving student registration (validation of credentials and enrolment), transfer and graduation. It is primarily responsible for the maintenance and safekeeping of students' records.					
22. Describe briefly the general function of the position. In-charge of the operation, encoding and processing of data on the computer					
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 be filled for all positions other than teaching.) Education: Completion of 2 yrs in college course or high school graduate with relevant voc. trade course Experience:					
23b. Licenses or certificates required to do this work, if any. CSC Sub-Prop. Elig.					
24. I certify that the above answers are accurate and complete.					
3/1/2014 Date			Linda N. Mariscal University Registrar (Signature and Title of Immediate Supervisor)		
25. APPROVED:					
Date			JOSE L. Bacusmo University President Head of Agency		