
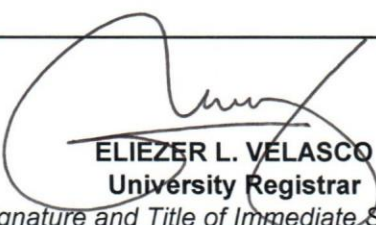



Republic of the Philippines BC-CSC Form No. 1 (Position Description Form)		1. Name of Employee	
		MAALA	RENATO
		Family Name	Given Name
		ANAJAO	
		Middle Name	
2. Department, Corporation or Agency/Local Government		Bureau or Office	
VISAYAS STATE UNIVERSITY, Baybay City, Leyte		Registrar's Office	
4. Department/Branch/Division		Work Station/Place of Work	
6a. Present Appropriation Act/ Board Resolution/ Order No. Item No.	6b. Previous Appropriation Act/ Board Resolution Order No. Item No. VISCAM-R2-1-2001	7a. Salary Per Annum P298,644.	7b. Other Compensation P21,000-
8. Official Designation of Position Registrar II		9. Working Proposed Title	
10. WAPCO Classification of this Position		11. Occupation Group Title (Leave blank)	
12. For Local Government Position, check Government Unit and Unit's Class			
Municipality	1st	4th	
City	2nd	5th	
Province	3rd	6th	
13. Statement of Duties and Responsibilities. If more space is needed, please attached additional sheets			
Percent of WorkingTime			
30%	1. Checks and evaluates records of assigned courses.		
15%	2. Prepares and issues enrolment forms to the departments and students during registration.		
10%	3. Compute contact hours and maximum credit hours of part-time instructors and the requested subjects and submit report to ODA-HRD and PRPEO.		
10%	4. Prepares and consolidate lists of graduating students for submission to different departments and College Deans.		
5%	5. Checks and process application for change of name / data / entry in the students records.		
5%	6. Determine, compute and re-check candidates for latin honors of assigned courses and submit to the in-charge for consolidation.		
25%	7. Prepares and issues transcript of records, transfer credentials, certification and checklist with grades of students.		
100%			

14. Position Title of Immediate Supervisor Registrar V			15. Position Title of Next Higher Supervisor Vice President for Instruction		
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 Computer, typewriter, ballpen, stapler, etc.		
18. Contact	Occasional	Frequent	19. 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) Students		x	Others (specify)		
20. I certify that the above answers are accurate and complete					
_____ Date			 RENATO A. MAALA Signature of Employee		
21. Describe briefly the general function of the Unit or Section In-charge of scheduling of classes, issuance of grades, official transcript of records and upkeep of students records. It also coordinates and control activities involving student registration, 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 evaluation of student records.					
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: Bachelor's degree Experience: 1 year of relevant experience; 4 hrs. of relevant training.					
23b. Licenses or certificates required to do this work, if any. Career Service Professional eligibility					
24. I certify that the above answers are accurate and complete.					
_____ Date			 ELIEZER L. VELASCO University Registrar (Signature and Title of Immediate Supervisor)		
25. APPROVED:					
_____ Date			 EDGARDO E. TULIN President Head of Agency		