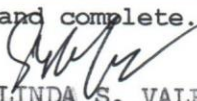
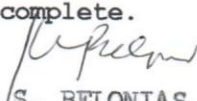
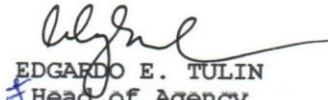


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE VALENZONA ERLINDA SANTIAGO (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY	
4. DEPT./BRANCH/DIVISION OFFICE OF THE VICE P RESIDENT FOR INSTRUCTION		5. WORK STATION/PLACE OF WORK Administration Building	
6a. PRES. APPRO. 6b. PREV. APPRO. ACT/ ACT/ BOARD RES/ BOARD RES/ ORD. NO. ORD. NO. ITEM NO. ITEM NO.		7a. SALARY P.A.: P 179,172.00 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION ADMINISTRATIVE AIDE VI		9. WORKING PROPOSED TITLE ADMINISTRATIVE ASSISTANT II	
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			
50%	Reviews/examines/countersigns travel orders/claims, DTRs/CSRs, Leave Applications, clearances, payrolls, liquidation reports, OIC designations for appropriate action by the VP for instruction		
15%	Liaises documents of the four university satellite campuses and coaches the proper addressing and processing of documents in the main campuses		
15%	Compiles monitored documents for AACUP accreditation and CHED evaluation purposes.		
15%	Serves as mentor/coach to all clerks and secretaries of all academic units and offices directly under the supervision of the OVPI		
5%	Takes charge of all the financial transaction of the OVPI		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Vice President for Instruction	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR University President																		
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) N/A																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computer, calculator, telephone, etc.																			
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;">[X]</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> </tbody> </table>		Occasional	Frequent	General Public	[X]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION Normal Working Condition [X] Field Work [] Field Trips [] Exposed to Varied Weather [] Others (Specify) []
	Occasional	Frequent																	
General Public	[X]	[]																	
Other Agencies	[]	[]																	
Supervisors	[]	[]																	
Management	[]	[]																	
Other (Specify)	[]	[]																	
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>January 20, 2016</u> Date </div> <div style="text-align: center;">  ERLINDA S. VALENZONA Signature of Employee </div> </div>																			
21. Describe briefly the general function of the Unit or Section. Coordinates the planning, implementation and evaluation of the instruction program and activities at all levels and in all colleges units in the main and satellite campuses.																			
22. Describe briefly the general function of the position. Facilitates the processing of documents for immediate action by the Vice President and compiles monitored documents for AACUP Accreditation and CHED Evaluation.																			
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: 1 year of relevant experience; 4 hrs of relevant training.																			
23b. Licenses or certificates required to do this work, if any. Civil Service Eligibility-Sub Prof.																			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>January 20, 2016</u> Date </div> <div style="text-align: center;">  BEATRIZ S. BELONIAS, PhD Vice President for Instruction Signature and Title of Immediate Supervisor </div> </div>																			
25. APPROVED: <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> _____ Date </div> <div style="text-align: center;">  EDGARDO E. TULIN Head of Agency </div> </div>																			