

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE AUVIOLA, ULDERICO BIBAT <small>(Family Name) (Given Name) (Middle Name)</small>	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE LSU	
4. DEPT./BRANCH/DIVISION INFORMATION OFFICE		5. WORK STATION/PLACE OF WORK LSU	
3a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. VISCAD-ADOP4-12-2004	7a. SALARY P.A. ₱197,116.00 7b. OTHER COMPENSATION: PERA/ACA	
3. OFFICIAL DESIGNATION OF POSITION INFORMATION OFFICER II		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE <small>(leave blank)</small>	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE []			
<div style="display: flex; justify-content: space-around;"> <div>1st []</div> <div>2nd []</div> <div>3rd []</div> <div>4th []</div> <div>5th []</div> <div>6th []</div> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time :		DUTIES	
1) Documents /covers important university activities. 2) Writes VSU Obelisk articles. 3) Production of the VSU Obelisk 4) Updates VSU Obelisk in the webpage 5) Assists in packaging and marketing of VSU and its curricular offerings. 6) Takes photographs and facilitates picture processing for VSU publication and archives. 7) Conceptualize print ads. 8) Does other functions assigned by the Office Head			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR ASSISTANT TO THE PRESIDENT FOR INFORMATION AND COMMUNICATIONS	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR INFORMATION OFFICER III
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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, STILL AND VIDEO CAMERA

18. CONTACT	19. WORKING CONDITION
General Public <input type="checkbox"/> Occasional <input type="checkbox"/> Frequent <input checked="" type="checkbox"/>	Normal Working Condition <input type="checkbox"/>
Other Agencies <input type="checkbox"/>	Field work <input type="checkbox"/>
Supervisors <input type="checkbox"/>	Field Trips <input type="checkbox"/>
Management <input type="checkbox"/>	Exposed to Varied Weather <input type="checkbox"/>
Others (Specify) <input type="checkbox"/>	Other's (Specify) <input type="checkbox"/>

20. I CERTIFY that the above answers are accurate and complete.

12/09/08

Date

Signature of Employee

21. Describe briefly the general function of the Unit or Section.

PACKAGE AND PROMOTE USU THROUGH PUBLICATIONS AND OTHER

22. Describe briefly the general function of the position.

ELECTRONIC MEDIA

PRODUCE COMMUNICATION MATERIAL FOR THE PROMOTION OF

THE UNIVERSITY

23.a. 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: Bachelor's degree.

Experience: 1 yr. of relevant experience; 4 hrs. of relevant training.

23.b. Licenses or certificates required to do this work, if any.

CIVIL SERVICE ELIGIBILITY (PD 907)

24. I HEREBY CERTIFY that the above answers are accurate and complete.

Date

WOLFREDA T. ALESA

Signature and Title of Immediate Supervisor

25. APPROVED

Date

JOSE L. BACUSMO
Head of Agency