

REPUBLIC OF THE PHILIPPINES		NAME OF EMPLOYEE		TANQUEZON
BC-CSC Form No. 1 (Position Description Form)		<div style="display: flex; justify-content: space-between;"> <span>(Family Name)</span> <span>(Given Name)</span> <span>(Middle Name)</span> </div>		
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <b>VISAYAS STATE UNIVERSITY</b>		3. BUREAU OR OFFICE <b>Office of the Vice President for Planning and Resource Generation</b> <b>VSU</b>		
4. <del>Vice President</del> <b>Office of the Vice President for Planning &amp; Resource Gen</b>		5. WORK STATION/PLACE OF WORK <b>VSU</b>		
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. <b>VISCAB-ADOF1-31-2004</b>	7a. SALARY P.A.: <b>P 175,692.00</b>		
		7b. OTHER COMPENSATION PERA/ACA <b>P 24,000</b>		
8. OFFICIAL DESIGNATION OF POSITION <b>Admin. Offcr. I (Records Officer I)</b>		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 [ ]		CITY [ ]		PROVINCE [ ]
1st [ ] 2nd [ ]		4th [ ] 5th [ ]		6th [ ]
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.				
<div style="display: flex;"> <div style="flex: 1;"> Percent of Working Time : </div> <div style="flex: 4;"> <p style="text-align: center;"><b>DUTIES</b></p> <div style="display: flex;"> <div style="flex: 1; padding-right: 10px;"> 20%   20%  15%  15%  15%  10%  5% </div> <div style="flex: 4;"> <p>Receives/reviews/countersigns documents processed for notation/recommendation/approval of the VP for Planning &amp; Resource Generation;</p> <p>Prepares and processes documents related to the operation and management of the Office of the Vice President for Planning &amp; Resource Generation;</p> <p>Coordinates and facilitates meetings conducted by the Vice President for Planning and Resource Generation;</p> <p>Prepares (drafts)/replies of communications/referrals/memos/minutes of meetings/activities relative to the office; minutes of VSU Housing Com.;</p> <p>Prepares project reports(monthly) of the project managed (VSU Garden Beach Resort)</p> <p>Monitors payments of electricity and other housing related bills/billing/ payments for use of VSU-GBR/payments for electricity and other bills of VSU concessionnaires;</p> <p>Supervises administrative staff of OVPPRG and VSU Garden Beach Resort and office related activities.</p> </div> </div> </div> </div>				



<b>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</b> Vice President for Planning & Resource Generation	<b>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b> University President																		
<b>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE</b> (Indicate item nos. 1-7) list only by their item nos. and titles)																			
<b>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</b> Computer, printer, fax machine, type writer, cellphone, etc.																			
<b>18. CONTACT</b> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Others - (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Occasional	Frequent	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others - (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	<b>19. WORKING CONDITION</b> Normal Working Condition Field work <span style="float: right;"><input type="checkbox"/></span> Field Trips <span style="float: right;"><input type="checkbox"/></span> Exposed to Varied Weather Other's (Specify) <span style="float: right;"><input type="checkbox"/></span>
	Occasional	Frequent																	
General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>																	
Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>																	
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>																	
Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>																	
Others - (Specify)	<input type="checkbox"/>	<input type="checkbox"/>																	
<b>20. I CERTIFY that the above answers are accurate and complete.</b> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u>January 28, 2011</u>              Date           </div> <div style="text-align: center;">               WENEFREDA T. OCLINNARIA              Signature of Employee           </div> </div>																			
<b>21. Describe briefly the general function of the Unit or Section.</b> Plans and undertakes activities related to the development programs of the university.																			
<b>22. Describe briefly the general function of the position.</b> Assists/coordinates/facilitates activities related to planning and resource generation																			
<b>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).</b> Education: <input checked="" type="checkbox"/> Bachelor's degree. Experience:																			
<b>23.b. Licenses or certificates required to do this work,</b> Civil Service Professional Eligibility.																			
<b>24. I HEREBY CERTIFY that the above answers are accurate and complete.</b> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;">             _____              Date           </div> <div style="text-align: center;">               EDGARDO E. TULIN              Vice President for Planning &amp; Resource Generation              Signature and Title of Immediate Supervisor           </div> </div>																			
<b>25. APPROVED</b> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;">             _____              Date           </div> <div style="text-align: center;">               JOSE L. BACUSNO              Head of Agency           </div> </div>																			