




REPUBLIC OF THE PHILIPPINES BC-CSC form No. 1 (POSITION DESCRIPTION FORM)		1. NAME OF EMPLOYEE BIBERA BERNARDITA PIAMONTE (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOV'T. VISAYAS STATE UNIVERSITY, Baybay, City, Leyte		3. BUREAU OR OFFICE Office of the Vice President for Planning, Resource Generation & External Affairs	
4. DEPT./BRANCH/DIVISION		5. WORKS STATION/PLACE OF WORK VISAYAS STATE UNIVERSITY, Baybay, City, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: P 376,212.00 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION ADMINISTRATIVE OFFICE V		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNITS AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] 1 st 2 nd 3 rd 4 th 5 th 6 th [] [] [] [] [] []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time	DUTIES & RESPONSIBILITIES		
20	Consolidation of accomplishment reports of the different departments/colleges/offices/units of the University, including the external campuses.		
40	Preparation of the Annual Accomplishment Report of the University.		
20	Transcribe proceedings of workshops and seminars.		
10	Prepare proceedings of workshops and seminars.		
2	Assist in the preparation of the VSU Book of Facts and Figures.		
8	Other duties assigned by the university president or the office head.		

14. POSITION OF IMMEDIATE SUPERVISOR <p style="text-align: center;">VICE PRESIDENT</p>	15. POSITION TITLE OF NEXT HIGHEST SUPERVISOR <p style="text-align: center;">UNIVERSITY PRESIDENT</p>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than 7, list only by their item Nos. & titles)																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p style="text-align: center;">Computer, Printer, Calculator, Ballpen</p>																													
18. CONTACT <table style="width: 100%; border: none;"> <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;">[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>Others (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	[]	[]	Others (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border: none;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[X]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
	Occasional	Frequent																											
General Public	[x]	[]																											
Other Agencies	[]	[]																											
Supervisors	[]	[]																											
Management	[]	[]																											
Others (Specify)	[]	[]																											
Normal Working Condition	[X]																												
Field Work	[]																												
Field Trips	[]																												
Exposed to Varied Weather	[]																												
Others (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>AUGUST 22, 2014</u> Date </div> <div style="text-align: center;">  BERNARDITA P. BIBERA Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section.																													
22. Describe briefly the general function of the position. <p style="text-align: center;">Preparation of the annual report of the University.</p>																													
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). <p>Education: Bachelor's degree in the field of specialization.</p> <p>Experience: 2 yrs. of relevant experience;; 8 hrs of relevant training.</p>																													
23b. Licenses or Certificates required to do this work, if any. <p style="text-align: center;">Civil Service Professional Eligibility.</p>																													
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;"> <hr style="width: 20%;"/> Date </div> <div style="text-align: center;">  EDGARDO E. TULIN Vice Pres. for Planning & Resource Generation & External Affairs </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <hr style="width: 20%;"/> Date </div> <div style="text-align: center;">  JOSE L. BACUSMO President </div> </div>																													