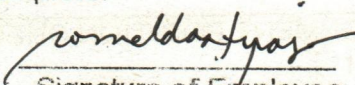
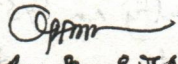
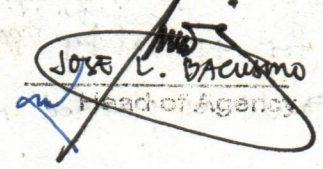


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE		
DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		ANTIPASO (Family Name)	CONNEL (Given Name)	DIESTRO (Middle Name)
4. DEPT./BRANCH/DIVISION OVPAA		3. BUREAU OR OFFICE VSU		
5. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.		5. WORK STATION/PLACE OF WORK VSU		
6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. EDRA1-2-1998		7a. SALARY P.A.: P 149,628.00		
8. OFFICIAL DESIGNATION OF POSITION EDUCATION RESEARCH ASSISTANT		7b. OTHER COMPENSATION/ERA/ACA P 24,000.00		
9. WAPCO CLASSIFICATION OF THIS POSITION		10. WORKING PROPOSED TITLE EDUCATION RESEARCH ASSISTANT		
11. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE []		11. OCCUPATION GROUP TITLE (leave blank)		
12. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.				
Percent of : Working Time : DUTIES				
25%	• Consolidates reports, assists and helps coordinate the program and activities of OVPAA and different offices under OVPAA.			
20%	• Reviews/Records documents received for VP's action and sends communication in support of the different activities.			
20%	• Facilitates release/preparation of documents/data needed by OP through OVPAA.			
10%	• Assists/facilitates/coordinates screening and/or evaluation of graduating students with Latin Honors for Special Awards during Commencement Exercises. (JAN-JUNE RP)			
10%	• Determines computation of workload every semester as basis in giving honoraria to faculty w/ designated positions.			
5%	• Summarizes averaged workload as basis for determining the number of COOs each faculty an V/S leave status can avail.			
10%	• Assists/facilitates preparation and finalization of plaques given during anniversary convocation. (JULY-DECEMBER RP)			
5%	• Facilitates students' requests of overload, offering of unscheduled subjects and field trip for approval by VPAA.			
5%	• Arranges/facilitates planned meetings/appointments of the VPAA.			

of # 2846
3/31/10

14. POSITION TITLE OF IMMEDIATE SUPERVISOR VICE PRESIDENT FOR ACADEMIC AFFAIRS		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR 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, PRINTER, FAX, TYPEWRITER																															
18. CONTACT		19. WORKING CONDITION																													
<table border="0"><tr><td></td><td>Occasional</td><td>Frequent</td></tr><tr><td>General Public</td><td>☐</td><td>☒</td></tr><tr><td>Other Agencies</td><td>☒</td><td>☐</td></tr><tr><td>Supervisors</td><td>☐</td><td>☒</td></tr><tr><td>Management</td><td>☐</td><td>☐</td></tr><tr><td>Others (Specify)</td><td>☐</td><td>☐</td></tr></table>			Occasional	Frequent	General Public	☐	☒	Other Agencies	☒	☐	Supervisors	☐	☒	Management	☐	☐	Others (Specify)	☐	☐	<table border="0"><tr><td colspan="2">Normal Working Condition</td></tr><tr><td>Field work</td><td>☐</td></tr><tr><td>Field Trips</td><td>☐</td></tr><tr><td>Exposed to Varied Weather</td><td></td></tr><tr><td>Other's (Specify)</td><td>☒ OFFICE WORK</td></tr></table>		Normal Working Condition		Field work	☐	Field Trips	☐	Exposed to Varied Weather		Other's (Specify)	☒ OFFICE WORK
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Field Trips	☐																														
Exposed to Varied Weather																															
Other's (Specify)	☒ OFFICE WORK																														
20. I CERTIFY that the above answers are accurate and complete. <u>MARCH 25, 2010</u> Date  Signature of Employee																															
21. Describe briefly the general function of the Unit or Section. SUPERVISE THE ACADEMIC PROGRAM OF THE UNIVERSITY																															
22. Describe briefly the general function of the position. ASSISTS THE VICE PRESIDENT IN CARRYING OUT THE ACADEMIC AFFAIRS 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: Completion of two years studies in college. Experience: 1 yr. of relevant experience; 4 hrs. of relevant training.																															
23.b. Licenses or certificates required to do this work, CSC sub-prof. eligibility.																															
24. I HEREBY CERTIFY that the above answers are accurate and complete. <u>MARCH 25, 2010</u> Date  OSCAR B. PIAS Signature and Title of Immediate Supervisor																															
25. APPROVED <u>MARCH 25, 2010</u> Date  JOSE L. BACUSANO Head of Agency																															