
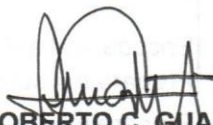
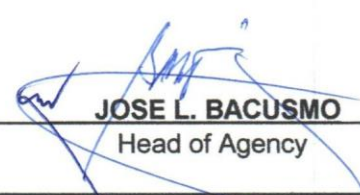


| | | | |
|---|---|--|--|
| REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form) | | 1. NAME OF EMPLOYEE MIÑOZA SUSANA BERIDO (Family Name) (Given Name) (Middle Name) | |
| 2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University | | 3. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY | |
| 4. DEPT./BRANCH/DIVISION CoE, VSU | | 5. WORK STATION/PLACE OF WORK VISAYAS STATE UNIVERSITY | |
| 6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. | 6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. VISCAP-KDAJ-1ST-2004 | 7a. SALARY P.A.: ₱ 124,812- 7b. OTHER COMPENSATION: ₱ 24,000- | |
| 8. OFFICIAL DESIGNATION OF POSITION Administrative Aide III | | 9. WORKING PROPOSED TITLE Administrative Aide III | |
| 10. WAPCO CLASSIFICATION OF THIS POSITION | | 11. OCCUPATION GROUP TITLE (leave blank) | |
| 12. FOR LOCAL GOVERNMENT POSITION, CLER GOVERNMENT 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 | DUTIES | | |
| 30% | Encode and analyze the survey data | | |
| 30% | Prepare the survey report. | | |
| 20% | Prepare payroll, purchase request and etc. | | |
| 20% | Do other duties assigned by the Project Director. | | |

| | | | | | |
|---|------------|-----------|--|--|--|
| 14. POSITION TITLE OF IMMEDIATE SUPERVISOR PROFESSOR | | | 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR PROFESSOR | | |
| 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, calculator etc. | | | | | |
| 18. CONTRACT | | | 19. WORKING CONDITION | | |
| | Occasional | Equipment | Normal Working Condition [/] | | |
| General Public | [] | [/] | Field Work [] | | |
| Other Agencies | [/] | [] | Field Trips [] | | |
| Supervisors | [] | [/] | Exposed to Varied Weather [] | | |
| Management | [/] | [] | Others (Specify) [] | | |
| Other (Specify) | [] | [] | | | |
| 20. I CERTIFY that the above answers are accurate and complete. | | | | | |
| <u>9/28/2015</u> Date | | |  SUSANA B. MIÑOZA Signature of Employee | | |
| 21. Describe briefly the general function of the Unit or Section To conduct research, instruction and extension. | | | | | |
| 22. Describe briefly the general function of the position. To conduct research, instruction and extension. | | | | | |
| 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 position) | | | | | |
| Education: Bachelor of Science in Statistics | | | | | |
| Experience: | | | | | |
| 23b. Licenses or certificates required to do this work, if any. <u>CCU Sub-Prof. Eds.</u> | | | | | |
| 24. I HEREBY CERTIFY that the above answers are accurate and complete. | | | | | |
| Date | | |  ROBERTO C. GUARTE Signature and Title of Immediate Supervisor | | |
| 25. APPROVED: | | | | | |
| Date | | |  JOSE L. BACUSMO Head of Agency | | |