

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE LARROSA JOSEFINA MANDRAS (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State College of Agriculture		3. BUREAU OR OFFICE 	
4. DEPT./BRANCH/DIVISION Office of the President		5. WORK STATION/PLACE OF WORK 	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: 7b. OTHER COMPENSATION:	
8. OFFICIAL DESIGNATION OF POSITION Clerk III		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 [] <div style="display: flex; justify-content: space-around;"> 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time : D U T I E S			
20%	:	1. Assists in the review, classification & prioritization of financial papers, office communications & other documents before submitting to the President for signature/action.	
20%	:	2. Assists the Executive Officer in setting & monitoring the President's appointments & in screening visitors seeking audience with the President.	
20%	:	3. Assists the Executive Officer in facilitating & coordinating schedules of college guests/visitors.	
20%	:	4. Types drafts of office communications, President's issuances, referrals and other official documents.	
10%	:	5. Takes charge of all communications and other pertinent documents in the office for safekeeping/filing.	
5%	:	6. Prepares travel papers, vouchers, PJR/job requests of the office.	
5%	:	7. Performs other tasks assigned by the supervisor from time to time.	
100%	:		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Executive Officer		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR College President																													
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, typewriter, calculator, scissors, paper copier, paper cutter, etc.																															
18. CONTRACT		19. WORKING CONDITION																													
<table border="0"><thead><tr><th></th><th><u>Occasional</u></th><th><u>Frequent</u></th></tr></thead><tbody><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>Other (Specify)</td><td>[]</td><td>[]</td></tr></tbody></table>			<u>Occasional</u>	<u>Frequent</u>	General Public	[/]	[]	Other Agencies	[/]	[]	Supervisors	[]	[/]	Management	[]	[/]	Other (Specify)	[]	[]	<table border="0"><tbody><tr><td>Normal Working Condition</td><td>[/]</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>Others (Specify)</td><td>[]</td></tr></tbody></table>		Normal Working Condition	[/]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
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20. I CERTIFY that the above answers are accurate and complete.																															
<u>3-15-99</u> Date		<u>JOSEFINA M. LARROSA</u> Signature of Employee																													
21. Describe briefly the general function of the Unit or Section. Administration of the College																															
22. Describe briefly the general function of the position. Provides general support services to the President.																															
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). Education: Completion of 2 years studies in College. Experience: One year in clerical job.																															
23b. Licenses or certificates required to do this work, if any. Civil Service Eligibility																															
24. I HEREBY CERTIFY that the above answers are accurate and complete.																															
<u>3-15-99</u> Date		<u>SIXTO P. SANDOVAL</u> Signature and Title of Immediate Supervisor																													
25. APPROVED:																															
<u>3-15-99</u> Date		<u>SAMUEL S. GO</u> Head of Agency																													