

<b>REPUBLIC OF THE PHILIPPINES</b> BC-CSC Form No. 1 (Position Description Form)		<b>1. NAME OF EMPLOYEE</b> <b>DURAN GILDA DELICTOR</b> (Family Name) (Given Name) (Middle Name)	
<b>2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b> <b>VISAYAS STATE UNIVERSITY</b>		<b>3. BUREAU OR OFFICE</b> <b>VSU</b>	
<b>4. DEPT./BRANCH/DIVISION</b> <b>Horticulture</b>		<b>5. WORK STATION/PLACE OF WORK</b> <b>VSU</b>	
<b>6a. PREVS. APPRO.</b> ACT/ BOARD RES/ ORD. NO.	<b>6b. PREV. APPRO</b> ACT/ BOARD RES/ ITEM NO. <b>ADA4-10-2004</b>	<b>7a. SALARY P.A.</b> <b>114,432.00</b> <b>7b. OTHER COMPENSATION PERA/ACA</b> <b>P24,000/a</b>	
<b>8. OFFICIAL DESIGNATION OF POSITION</b> <b>Administrative Aide III</b>		<b>9. WORKING PROPOSED TITLE</b> <b>Administrative Aide IV</b>	
<b>10. WAPCO CLASSIFICATION OF THIS POSITION</b> <b>Administrative Aide IV</b>		<b>11. OCCUPATION GROUP TITLE</b> (leave blank)	
<b>12. FOR LOCAL GOVERNMENT POSITION; CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS</b> MUNICIPALITY [ ] CITY [ ] PROVINCE [ ] 1st [ ] 2nd [ ] 4th [ ] 5th [ ] 6th [ ]			
<b>13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.</b>			
Period of: Working Time: <b>DUTIES</b>			
50%	Encode and processes appointments of contractual, casuals and Job Order personnel of the Dept. SRAs, casuals, and laborers. Make payment vouchers, purchase requests, RIS, office communications, TOs, Trip Tickets, factoring workload, teaching loads, test questions of DSH faculty.		
20%	Records/keeps budget of the department.		
10%	Files documents		
10%	Answer telephone calls.		
10%	Withdraws and issues supplies.		



<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR <b>Department Head</b></p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <b>Dean, College of Agriculture</b></p>																												
<p>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (Form 7) list only by their item nos. and titles) <b>none</b></p>																													
<p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <b>computer, typewriter, pens, chalk, etc.</b></p>																													
<p>18. CONTACT</p> <table style="width: 100%;"> <tr> <td></td> <td style="text-align: center;">Occasional</td> <td style="text-align: center;">Frequent</td> </tr> <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 type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/> <b>students</b></td> </tr> </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 type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input checked="" type="checkbox"/> <b>students</b>	<p>19. WORKING CONDITION</p> <table style="width: 100%;"> <tr> <td>Normal Working Condition</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Field work</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Normal Working Condition	<input checked="" type="checkbox"/>	Field work	<input type="checkbox"/>	Field Trips	<input type="checkbox"/>	Exposed to Varied Weather	<input type="checkbox"/>	Other's (Specify)	<input type="checkbox"/>
	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 type="checkbox"/>																											
Others (Specify)	<input type="checkbox"/>	<input checked="" type="checkbox"/> <b>students</b>																											
Normal Working Condition	<input checked="" type="checkbox"/>																												
Field work	<input type="checkbox"/>																												
Field Trips	<input type="checkbox"/>																												
Exposed to Varied Weather	<input type="checkbox"/>																												
Other's (Specify)	<input type="checkbox"/>																												
<p>20. I CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____</p> <p>Date</p> </div> <div style="width: 45%; text-align: right;"> <p>  <b>GILDA D. DURAN</b>  Signature of Employee</p> </div> </div>																													
<p>21. Describe briefly the general function of the Unit or Section.  <b>Support services in the instruction, research, extension and production functions of DCH.</b></p>																													
<p>22. Describe briefly the general function of the position.  <b>Support services in instruction, research, extension and production functions of DCH</b></p>																													
<p>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).</p> <p>Education: <b>Completion of two years studies in college.</b></p> <p>Experience:</p>																													
<p>23b. Licenses or certificates required to do this work,  <b>CSC Sub Prof. Eligibility.</b></p>																													
<p>24. I HEREBY CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____</p> <p>Date</p> </div> <div style="width: 45%; text-align: right;"> <p>  <b>ANTONIO L. ACENA, JR.</b>  Signature and Title of Immediate Supervisor</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>APPROVED</p> <p>_____</p> <p>Date</p> </div> <div style="width: 45%; text-align: right;"> <p>  <b>JOSE L. BACUSMO</b>  Head of Agency</p> </div> </div>																													