

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between;"> ANTIPASO (Family Name) CONNEL (Given Name) DIESTRO (Middle Name) </div>	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE OVP1	
4. DEPT./BRANCH/DIVISION		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. VISCAB-AD012-20-2004		7a. SALARY P.A.: ₱227,188.40 7b. OTHER COMPENSATION: P 24.00	
8. OFFICIAL DESIGNATION OF POSITION AO I		9. WORKING PROPOSED TITLE AO II	
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; margin-top: 5px;"> 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			
<div style="margin-left: 20px;"> 25 • Assists the VPI in the implementation of the academic affairs of the university. 5 • Facilitates requests of the different offices & faculty of different units in carrying out official functions 10 • Calendars/Facilitates deliberation/reproduction/distribution of curricular proposals submitted by concerned units. 25 • Assists the VPI in the execution of major activities such as Commencement Exercises, Annual Academic Convocation, Anniversary Convocation, accreditation and others. 5 • Computes averaged workload & the corresponding compensatory day-off (CDO) of faculty on vacation-sick leave status. 10 • Drafts/Finalizes memoranda, letters, reports and other communication in support to the implementation of instruction function of the univ. 5 • Reviews documents needed for VPI's action 5 • Sets appointment of meetings of VPI. 10 • Performs other functions assigned by the VPI. </div>			
100			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center; font-size: 1.2em;">VP for Instruction</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center; font-size: 1.2em;">PRESIDENT</div>																		
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. <div style="text-align: center; font-size: 1.2em;">computer, pen, calculator</div>																			
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="text-align: center; border-bottom: 1px solid black;">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>Other (Specify <u>STUDENTS</u>)</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	[/]	[]	Other (Specify <u>STUDENTS</u>)	[]	[/]	19. WORKING CONDITION Normal Working Condition [X] Field Work [] Field Trips [] Exposed to Varied Weather [] Others (Specify) []
	Occasional	Frequent																	
General Public	[X]	[]																	
Other Agencies	[/]	[]																	
Supervisors	[]	[/]																	
Management	[/]	[]																	
Other (Specify <u>STUDENTS</u>)	[]	[/]																	
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center; font-size: 0.8em;">Date</div> </div> <div style="width: 50%; text-align: right;"> <div style="text-align: center; font-size: 1.2em;"> </div> <div style="text-align: center; font-size: 0.9em;">Signature of Employee</div> </div> </div>																			
21. Describe briefly the general function of the Unit or Section. <div style="text-align: center; font-size: 1.2em;">ATTENDS TO THE INSTRUCTION FUNCTION OF THE UNIVERSITY</div>																			
22. Describe briefly the general function of the position. <div style="text-align: center; font-size: 1.2em;">ASSISTS THE VPI IN THE IMPLEMENTATION OF THE INSTRUCTION FUNCTION OF THE UNIVERSITY</div>																			
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: <u>BSA w/ MS DECOM UNIT</u> Experience:																			
23b. Licenses or certificates required to do this work, if any. <div style="text-align: center; font-size: 1.2em;">NONE ELIGIBILITY</div>																			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center; font-size: 0.8em;">Date</div> </div> <div style="width: 50%; text-align: right;"> <div style="text-align: center; font-size: 1.2em;"> </div> <div style="text-align: center; font-size: 0.9em;">EDGARDO E. TUIN Signature and Title of Immediate Supervisor</div> </div> </div>																			
25. APPROVED: <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center; font-size: 0.8em;">Date</div> </div> <div style="width: 50%; text-align: right;"> <div style="text-align: center; font-size: 1.2em;"> </div> <div style="text-align: center; font-size: 0.9em;">JOSE L. BACUSMO Head of Agency</div> </div> </div>																			