

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE ABAMO LORNA BAUGBOG (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE Office of the Vice President for Instruction	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. 6b. PREV. APPRO ACT/ ACT/ BOARD RES/ BOARD RES/ ORD.NO./ ORD.NO./ ITEM NO. ITEM NO.		7a. SALARY P.A. : 7b. OTHER COMPENSATION:	
8. OFFICIAL DESIGNATION OF POSITION Admin Aide 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	DUTIES AND RESPONSIBILITIES		
35	Review of the Individual Faculty Workload of all teaching staff (main & external campuses) and make summary, communication on the observations/comments of the reviewed workload for action of the unit heads.		
15	Review of the documents needed by the Academic Personnel Board (APB) for their action on change of status, renewal, re-hiring & hiring of the faculty members of VSU.		
25	Updating of CHED forms (E1 & E2) of the faculty for normative financing & for data basing of faculty (<i>E-1 form: Profile of SUCS Faculty (Secondary)</i> ; <i>E-2 form: Profile of SUCS Tertiary Faculty</i>) & updating of subjects taught by faculty (main campus only).		
20	Coordinates and assist the evaluation facilitators in the conduct of the Teaching Performance Evaluation by Students and consolidate the results of the rating summary of the Teaching Performance Evaluation by students (main campus only).		
2	Coordinates the academic department for the Advance Credits for Exceptional Students (ACES) examination & assists students who are changing in their curriculum		
3	Do other functions that the immediate supervisor will assign as the need arises		
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;">Office of the Vice Pres. for Instruction</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">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;">Computer</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)</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)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[X]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
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21. Describe briefly the general function of the position. <div style="text-align: center;">Administrative services.</div>																													
22a. 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>Completion of two years studies in College.</u> Experience:																													
23b. Licensure or certificates required to do this work, if any. <div style="text-align: center;"><u>CSC Sub Prof Eligibility.</u></div>																													
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