

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE SOLIS REMENITA JABONILLO (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE Visayas State University	
4. DEPT./BRANCH/DIVISION Dean's Office College of Agric. + Food Science		5. WORK STATION/PLACE OF WORK Visca Baybay City, Leyte	
6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. 6b. PREV. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. VISCAP-ADAC-84-2004		7a. SALARY P.A.: P 15,000.00 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Instructor I Administrative Aide IV		9. WORKING PROPOSED TITLE Adm. Aide VI	
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 [] 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			
15% Assist the Dean & College Sec. in the preparation of reports like: Annual Rept, Annual Dev. Plan, CMO-NSC-PRE, CMO-AD & other reports requested by the university & outside agencies 15% Prepares TO, vouchers, PR's, cash advances & other documents. 15% Receives, examines & records all documents for the diff. depts under CATS & other offices 15% Assist the dean in coordinating the DOST-NSC Scholarship program. 10% Assist the dean in managing the CATS-PAP undergraduate program and the EXPERTS & AREAS international program. 10% Prepare notices for EXECON meetings & other meetings 5% Incharge in the safe-keeping of the documents at the CATS AACCUP Center. 5% Coordinate the activities of the incoming visitors of the College (venue, food, room reservation). 5% Answers incoming calls. 5% Attend to other work as assigned by the Dean from time to time 10%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR College Dean	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Dir. of Administration																												
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, Telephone, Internet connection, ballpen, pencil, bulletproof board, etc.																													
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;">[X]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other (Specify) <i>Student</i></td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[X]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[X]	[]	Other Agencies	[X]	[]	Supervisors	[]	[X]	Management	[]	[]	Other (Specify) <i>Student</i>	[]	[X]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: right;">[X]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: right;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[X]	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>May 22, 2013</u> Date Signature of Employee																													
21. Describe briefly the general function of the Unit or Section. Performs the Administrative work of the College Dean's Office.																													
22. Describe briefly the general function of the position. Administrative/Clerical function																													
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 two years studies in college. Experience:																													
23b. Licenses or certificates required to do this work, if any. CSC Sub Prof. Eligibility																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <u>22 May 2013</u> Date VICTOR B. ASIO Signature and Title of Immediate Supervisor																													
25. APPROVED: <u> </u> Date JOSE M. BACUSMO Head of Agency																													