

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE DIAZ FE REMEDIOS LACERNA <small>(Family Name) (Given Name) (Middle Name)</small>	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE Leyte State University	
4. DEPT./BRANCH/DIVISION OVPRE		5. WORK STATION/PLACE OF WORK Baybay, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO. ACT/ BOARD RES/ ITEM NO.	7a. SALARY P.A.: ₱ 93,552.00 7b. OTHER COMPENSATION: PERA/ACA ₱ 12,000.00	
8. OFFICIAL DESIGNATION OF POSITION Administrative Aide 6		9. WORKING PROPOSED TITLE Administrative Aide 6	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE <small>(leave blank)</small>	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-between;"> MUNICIPALITY <input checked="" type="checkbox"/> CITY <input type="checkbox"/> PROVINCE <input checked="" type="checkbox"/> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> 5th <input type="checkbox"/> 6th <input type="checkbox"/> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time :			
DUTIES			
15%	1. Coordinates and facilitates the processing of all documents that pass through the OVPRE for the VP's action		
15%	2. Monitors all incoming & outgoing RDE documents acted by the VP.		
10%	3. Programs & monitors the use/acquisition of supplies & materials, reproduction of doc		
10%	4. Keeps & retrieves files of transactions of OVPRE.		
10%	5. Prepares payrolls, vouchers, RIVs, trip tickets for OVPRE.		
15%	6. Receives telephone calls and facilitates/refers calls to the person concerned.		
10%	7. Facilitates preparation for accommodation & meals/snacks of visitors specially during meetings.		
10%	8. Monitors and updates meetings/appointments of the VP for R. & E.		
5%	9. Performs other related tasks assigned by superiors.		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;">Vice President, R & E</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">Vice President, R & E</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, typewriter, record book, ballpen, etc.</div>																															
18. CONTACT <table style="width:100%; border: none;"><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 type="checkbox"/></td><td style="text-align: center;"><input checked="" 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 checked="" type="checkbox"/></td></tr><tr><td>Others (Specify)</td><td style="text-align: center;"><input checked="" type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr></table>		Occasional	Frequent.	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Specify)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	19. WORKING CONDITION <table style="width:100%; border: none;"><tr><td>Normal Working Condition</td><td></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></td></tr><tr><td>Other's (Specify)</td><td style="text-align: center;"><input type="checkbox"/></td></tr><tr><td>Office work</td><td style="text-align: center;"><input checked="" type="checkbox"/></td></tr></table>	Normal Working Condition		Field work	<input type="checkbox"/>	Field Trips	<input type="checkbox"/>	Exposed to Varied Weather		Other's (Specify)	<input type="checkbox"/>	Office work	<input checked="" type="checkbox"/>
	Occasional	Frequent.																													
General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>																													
Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>																													
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>																													
Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>																													
Others (Specify)	<input checked="" type="checkbox"/>	<input type="checkbox"/>																													
Normal Working Condition																															
Field work	<input type="checkbox"/>																														
Field Trips	<input type="checkbox"/>																														
Exposed to Varied Weather																															
Other's (Specify)	<input type="checkbox"/>																														
Office work	<input checked="" type="checkbox"/>																														
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="text-align: center;"><u>Dec. 10, 2004</u> Date</div><div style="text-align: center;"><u>FE REMEDIOS L. DIAZ</u> Signature of Employee</div></div>																															
21. Describe briefly the general function of the Unit or Section. <div style="text-align: center;">Coordination and management of RD & E activities in the university.</div>																															
22. Describe briefly the general function of the position. <div style="text-align: center;">Facilitates the RD & E office activities of OVPRE.</div>																															
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). <div style="margin-top: 10px;">Education: 2 yr. college</div> <div style="margin-top: 5px;">Experience: none</div>																															
23b. Licenses or certificates required to do this work, if any.																															
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="text-align: center;"><u>Dec. 10, 2004</u> Date</div><div style="text-align: center;"><u>JOSE L. BACUSMO</u> Signature and Title of Immediate Supervisor</div></div>																															
25. APPROVED <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="text-align: center;"><u>Dec. 10, 2004</u> Date</div><div style="text-align: center;"><u>PACIENCIA P. MILAN</u> Head of Agency</div></div>																															