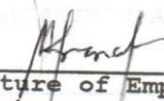

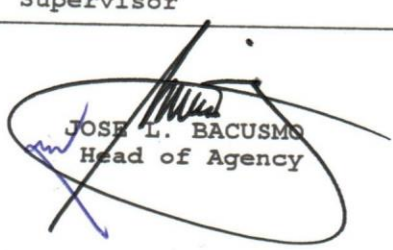


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE Panonco Junito Arnan (Family Name) (Given Name) (Middle Name)													
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE Visayas State University													
4. DEPT./BRANCH/DIVISION University Student Services Office		5. WORK STATION/PLACE OF WORK Visayas State University													
6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. 6b. PREV. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. VISCAB-GUIDC3-4-2000		7a. SALARY P.A.: P 235,896.00 7b. OTHER COMPENSATION: P 24,000.00													
8. OFFICIAL DESIGNATION OF POSITION Guidance Counselor II		9. WORKING PROPOSED TITLE Guidance Counselor III													
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															
<table border="0"> <tr> <td>60</td> <td>Guidance and Counseling</td> </tr> <tr> <td>15</td> <td>Administer Psychological Test</td> </tr> <tr> <td>15</td> <td>Interpret psychological test results</td> </tr> <tr> <td>5</td> <td>Archives Records</td> </tr> <tr> <td>5</td> <td>Conducts Information/Orientation</td> </tr> <tr> <td>100</td> <td></td> </tr> </table>				60	Guidance and Counseling	15	Administer Psychological Test	15	Interpret psychological test results	5	Archives Records	5	Conducts Information/Orientation	100	
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15	Interpret psychological test results														
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5	Conducts Information/Orientation														
100															

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Dean of Students	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Vice-President for Academic Affairs																		
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. Psychological test materials; stop watch, pencil, computer, telephone, ballpen, calculator, 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;">[]</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 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)	[]	[]																	
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>August 15, 2011</u> Date </div> <div style="text-align: center;">  Signature of Employee </div> </div>																			
21. Describe briefly the general function of the Unit or Section. Providing various services to students.																			
22. Describe briefly the general function of the position. Guidance and counseling																			
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: B. S. degree relevant to the job. Experience:																			
23b. Licenses or certificates required to do this work, if any. Civil Service Prof. eligibility.																			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u> </u> Date </div> <div style="text-align: center;">  RAYOLO S. LORIDO, JR. Dean of Students Signature and Title of Immediate Supervisor </div> </div>																			
25. APPROVED: <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u> </u> Date </div> <div style="text-align: center;">  JOSE L. BACUSMO Head of Agency </div> </div>																			