

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE  <u>TUdTUD MA. EPIFANIA GONZALES</u> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE  VISAYAS STATE UNIVERSITY	
4. DEPT./BRANCH/DIVISION  PERSONNEL RECORDS AND PERFORMANCE EVALUATION OFFICE		5. WORK STATION/PLACE OF WORK  VSU, Visca, Baybay City, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. VISCAB-EPS2-1-2002	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. VISCAB-ADOF5-13-2004	7a. SALARY P.A.: 376,212.00  7b. OTHER COMPENSATION: 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION  ADMINISTRATIVE OFFICER V		9. WORKING PROPOSED TITLE  ADMINISTRATIVE OFFICER V	
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 [ <input checked="" type="checkbox"/> ] PROVINCE [ ]  <div style="display: flex; justify-content: space-around;"> <span>1st [ ]</span> <span>2nd [ ]</span> <span>3rd [ ]</span> <span>4th [ ]</span> <span>5th [ ]</span> <span>6th [ ]</span> </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			
30%	1. To prepare and maintain programs for the computerization of University personnel records.		
30%	2. To prepare and maintain the payroll system of the University.		
15%	3. To process and encode the leave applications of casual and contractual employees.		
15%	4. To prepare loyalty award certificates, notice of salary adjustment, SALN report and other reports and communications of PRPEO.		
10%	5. To perform other responsibilities that may be assigned by higher authorities.		

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14. POSITION TITLE OF IMMEDIATE SUPERVISOR Supervising Administrative Officer	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR: Chief Administrative Officer																		
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) N/A																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  Computer, Typewriter, Stapler, Photocopier																			
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;">[✓]</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	[✓]	[ ]	Other Agencies	[✓]	[ ]	Supervisors	[ ]	[✓]	Management	[ ]	[✓]	Other (Specify)	[ ]	[ ]	19. WORKING CONDITION Normal Working Condition [✓] Field Work [ ] Field Trips [ ] Exposed to Varied Weather [ ] Others (Specify) [ ]
	Occasional	Frequent																	
General Public	[✓]	[ ]																	
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="width: 45%; text-align: center;"> <hr style="width: 80%; margin: 0 auto;"/>           Date         </div> <div style="width: 45%; text-align: center;">             Signature of Employee         </div> </div>																			
21. Describe briefly the general function of the Unit or Section.  Maintain an effective and efficient personnel record and performance evaluation system of the University																			
22. Describe briefly the general function of the position.  Manage and maintain the personnel record and payroll system of the University																			
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: Bachelor's degree relevant to the job.  Experience: 3 years relevant experience																			
23b. Licenses or certificates required to do this work, if any. Civil Service Professional Eligibility.																			
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"> <hr style="width: 80%; margin: 0 auto;"/>           Date         </div> <div style="width: 45%; text-align: center;">             TERESITA L. QUIÑANOLA            Signature and Title of Immediate Supervisor         </div> </div>																			
25. APPROVED:  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"> <hr style="width: 80%; margin: 0 auto;"/>           Date         </div> <div style="width: 45%; text-align: center;">             JOSE L. BACUSMO            Head of Agency         </div> </div>																			