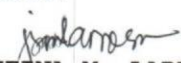

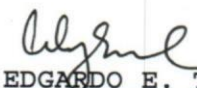


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE  LARROSA-MANDRAS   JOSEFINA   SOON (Family Name)   (Given Name)   (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE  SCU	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK  Baybay City, Leyte	
6a. PRES. APPRO.      6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.		7a. SALARY P.A. \$ 192,612.00  7b. OTHER COMPENSATION:      PERA/ACA 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION  Administrative Assistant 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 [ ]  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:      D U T I E S			
50%      Type/encode drafts/final copy of office communications, memoranda, circulars, orders and other issuances/documents.			
15%      Reproduce office communications/letters, memoranda, circulars, orders and other issuances.			
10%      Package office letters, issuances and other documents for final release.			
5%      Prepare PJRs, vouchers, job orders and other claims/reimbursements.			
5%      File/retrieve office communications and other documents whenever necessary.			
5%      Receive/release office documents whenever the in-charge is out.			
5%      Receive/answer telephone calls whenever the in-charge is out.			
5%      Serve snacks during meetings and conferences.			
----- 100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Executive Assistant		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR University President																													
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)  N-o-n-e																															
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  Computer, typewriter, photocopying machine, calculator, scissors, paper cutter, Stapler, staple remover, etc.																															
18. CONTRACT		19. WORKING CONDITION																													
<table border="0"><thead><tr><th></th><th><u>Occasional</u></th><th><u>Frequent</u></th></tr></thead><tbody><tr><td>General Public</td><td>[x]</td><td>[ ]</td></tr><tr><td>Other Agencies</td><td>[x]</td><td>[ ]</td></tr><tr><td>Supervisors</td><td>[ ]</td><td>[x]</td></tr><tr><td>Management</td><td>[ ]</td><td>[x]</td></tr><tr><td>Other (Specify)</td><td>[ ]</td><td>[ ]</td></tr></tbody></table>			<u>Occasional</u>	<u>Frequent</u>	General Public	[x]	[ ]	Other Agencies	[x]	[ ]	Supervisors	[ ]	[x]	Management	[ ]	[x]	Other (Specify)	[ ]	[ ]	<table border="0"><tbody><tr><td>Normal Working Condition</td><td>[X]</td></tr><tr><td>Field Work</td><td>[ ]</td></tr><tr><td>Field Trips</td><td>[ ]</td></tr><tr><td>Exposed to Varied Weather</td><td>[ ]</td></tr><tr><td>Others (Specify)</td><td>[ ]</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.  <div style="display: flex; justify-content: space-between;"><div>_____ Date</div><div> JOSEFINA M. LARROSA Signature of Employee</div></div>																															
21. Describe briefly the general function of the Unit or Section.  General administration of the University.																															
22. Describe briefly the general function of the position.  Provides general support services to the Executive Assistant & University President.																															
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 2 years studies in college.  Experience: One year of relevant experience; 4 hrs of relevant training.																															
23b. Licenses or certificates required to do this work, if any.  Civil Service Eligibility- Sub-Prof.																															
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"><div>_____ Date</div><div> ALAN B. LORETO Signature and Title of Immediate Supervisor</div></div>																															
25. APPROVED:  <div style="display: flex; justify-content: space-between;"><div>_____ Date</div><div> EDGARDO E. TULIN Head of Agency</div></div>																															