

<b>REPUBLIC OF THE PHILIPPINES</b> <b>BC-CSC Form No. 1</b> <b>(Position Description Form)</b>		<b>1. NAME OF EMPLOYEE</b> ANTIPASO          CONNER          DIESTRO <small>(Family Name)      (Given Name)      (Middle Name)</small>	
<b>2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT</b> Visayas State University, Baybay City, Leyte		<b>3. BUREAU OR OFFICE</b> OVPI	
<b>4. DEPT./BRANCH/DIVISION</b>		<b>5. WORK STATION/PLACE OF WORK</b>	
<b>6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.</b>		<b>7a. SALARY P.A.: 207,060.00</b>  <b>7b. OTHER COMPENSATION: P 24,000.00</b> 20-2004	
<b>6b. PREV. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.</b>		VISCAP - 1-00F1-20-2004	
<b>8. OFFICIAL DESIGNATION OF POSITION</b> AO I		<b>9. WORKING PROPOSED TITLE</b>	
<b>10. WAPCO CLASSIFICATION OF THIS POSITION</b>		<b>11. OCCUPATION GROUP TITLE</b> <small>(leave blank)</small>	
<b>12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS</b> MUNICIPALITY [ ]      CITY [ ]      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>			
<b>13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.</b>			
Percent of : Working Time:			
<b>D U T I E S</b>			
10. Facilitated curricular proposals for submission, reproduction & distribution to Curricular Committee members. 5. Facilitated requests & other concerns in preparation for accreditation. 5. Facilitated requests of faculty of different units under OVPI. 15. Assisted VPI in the implementation of Annual Academic Convocation, Anniversary Convocation & Commencement Exercises. 15. Coordinated & facilitated citations & plaque preparation to the suppliers ready for distribution to awardees during anniversary convocation. 5. Sought donors/sponsors of medals to be given to graduating students with latin honors during Commencement Exercises. 10. Designed/Developed programs/certificates & reproduced ready for distribution during seminars/workshops. 10. Collected data as requested by other agencies through OP. 10. Consolidated Annual Report for Instruction. 5. Reviewed documents required in conducting educational tours and/or field trips and computed school fees for the offering of unscheduled subjects. 5. Set appointment of meetings for the VPI, prepared and served snacks during meetings. 2. Photocopied documents for distribution to members concerned. 3. Assisted clients of their queries.			



<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</p> <p style="margin-left: 20px;">VICE PRESIDENT FOR INSTRUCTION</p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</p> <p style="margin-left: 20px;">PRESIDENT</p>																												
<p>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)</p>																													
<p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</p> <p style="margin-left: 20px;">COMPUTER, CALCULATOR, PHOTOCOPIER, TELEFAX</p>																													
<p>18. CONTRACT</p> <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)	[ ]	[ ]	<p>19. WORKING CONDITION</p> <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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<p>20. I CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <p>5-5-70/3</p> <p>_____</p> <p>Date</p> </div> <div style="text-align: center;"> <p><i>Connel D. Antareso</i></p> <p>CONNEL D. ANTARESO</p> <p>Signature of Employee</p> </div> </div>																													
<p>21. Describe briefly the general function of the Unit or Section.</p> <p style="margin-left: 20px;">OVERSEE THE INSTRUCTION FUNCTION OF THE UNIVERSITY.</p>																													
<p>22. Describe briefly the general function of the position.</p> <p style="margin-left: 20px;">ASSIST THE VICE PRESIDENT FOR INSTRUCTION IN THE IMPLEMENTATION OF ACADEMIC AFFAIRS OF THE UNIVERSITY</p>																													
<p>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).</p> <p>Education: B.S. degree.</p> <p>Experience:</p>																													
<p>23b. Licenses or certificates required to do this work, if any.</p> <p style="margin-left: 20px;">CIVIL SERVICE ELIGIBILITY (Professional)</p>																													
<p>24. I HEREBY CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <p>June 5, 2013</p> <p>_____</p> <p>Date</p> </div> <div style="text-align: center;"> <p><i>L. Hathi</i></p> <p>LUALHATI M. NORIEL</p> <p>Signature and Title of Immediate Supervisor</p> </div> </div>																													
<p>25. APPROVED:</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <p>_____</p> <p>Date</p> </div> <div style="text-align: center;"> <p><i>Jose L. Bacusmo</i></p> <p>JOSE L. BACUSMO</p> <p>Head of Agency</p> </div> </div>																													