

REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC Form No. 1 (Position Description Form)		COLIS , HONEY SOFIA VEGA <small>(Family Name) (Given Name) (Middle Name)</small>	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE SCU	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK Baybay, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. ADOF2-26-04	7a. SALARY P.A.:	
		7b. OTHER COMPENSATION:	
8. OFFICIAL DESIGNATION OF POSITION Administrative Officer III		9. WORKING PROPOSED TITLE	
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			
MUNICIPALITY []		CITY [] PROVINCE []	
1st []	2nd []	3rd []	4th [] 5th [] 6th []
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of : Working Time : D U T I E S			
20%	Supervise the staff of the Office of the Executive Officer and manages all the details for the smooth operation of the Office of the University President.		
20%	Oversee the scheduling and maintaining of the calendars of meetings and travels and its arrangements for the University President.		
20%	Prepare draft communications, memoranda, administrative orders, notices of meetings and other documents of the Office of the President.		
20%	Assist the Executive Officer in coordinating and monitoring various activities of the different offices under the Office of the President.		
10%	Prepare slide presentations during lectures and expert services of the President and the Executive officer and various reports required of the Office.		
10%	Perform ad hoc and committee assignments during special occasions of the university including anniversary celebrations, graduations, etc.		
100%			

<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</p> <p style="text-align: center;"><i>Executive Officer</i></p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</p> <p style="text-align: center;"><i>University President</i></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) Josefina M. Larrosa, Adm. Aide VI, ADA6-91-2004; Elizabeth B. Albiso, Adm. Aide IV, ADAIV-111-2004; Melianida C. Faelnar, Adm. Aide III, CASUAL</p>																													
<p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</p> <p style="padding-left: 40px;">computer, printer, scanner, telephone, digital camera, calculator, etc.</p>																													
<p>18. CONTACT</p> <table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">{x}</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[x]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">{x}</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">{x}</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[]	{x}	Other Agencies	[x]	[]	Supervisors	[]	{x}	Management	[]	{x}	Others (Specify)	[]	[]	<p>19. WORKING CONDITION</p> <table style="width: 100%; border: none;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">{x}</td> </tr> <tr> <td>Field work</td> <td style="text-align: center;">{x}</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td></td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>	Normal Working Condition	{x}	Field work	{x}	Field Trips	[]	Exposed to Varied Weather		Other's (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="width: 40%;"> <p>_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 50%; text-align: right;"> <p><u>HONEY SOFIA V. COLIS</u> Signature of Employee</p> </div> </div>																													
<p>21. Describe briefly the general function of the Unit or Section.</p> <p style="padding-left: 40px;"><i>General management and administration of the University.</i></p>																													
<p>22. Describe briefly the general function of the position.</p> <p style="padding-left: 40px;"><i>Manages the operation and supervises staff of the office of the President.</i></p>																													
<p>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).</p> <p style="margin-top: 10px;">Education: Completion of two-years studies in college.</p> <p style="margin-top: 10px;">Experience:</p>																													
<p>23b. Licenses or certificates required to do this work, if any.</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="width: 40%;"> <p>_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 50%; text-align: right;"> <p><u>ALAN B. LORETO</u>, Executive Officer 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="width: 40%;"> <p>_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 50%; text-align: right;"> <p><u>JOSE L. BACUSMO</u> Head of Agency</p> </div> </div>																													