

<b>REPUBLIC OF THE PHILIPPINES</b> BC-CSC Form No. 1 (Position Description Form)		<b>1. NAME OF EMPLOYEE</b> BALDOS JESUS FREDDY MARTOS (Family Name) (Given Name) (Middle Name)
<b>2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b> VISAYAS STATE UNIVERSITY		<b>3. BUREAU OR OFFICE</b> VSU
<b>4. DEPT./BRANCH/DIVISION</b>		<b>5. WORK STATION/PLACE OF WORK</b> VSU
<b>6a. PRES. APPRO.</b> ACT/ BOARD RES/ ORD. NO.	<b>6b. PREV. APPRO</b> ACT/ BOARD RES/ ITEM NO. VSCAD-ADOPS-15-2004	<b>7a. SALARY P.A.:</b> ₱ 19,168- <b>7b. OTHER COMPENSATION/ERA/ACA</b>
<b>8. OFFICIAL DESIGNATION OF POSITION</b> ADMINISTRATIVE OFFICER I (INFORMATION OFFICER III)		<b>9. WORKING PROPOSED TITLE</b>
<b>10. WAPCO CLASSIFICATION OF THIS POSITION</b>		<b>11. OCCUPATION GROUP TITLE</b> (leave blank)
<b>12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS</b> MUNICIPALITY [ ] CITY [ ] PROVINCE [ ] 1st [ ] 2nd [ ] 3rd [ ] 4th [ ] 5th [ ] 6th [ ]		
<b>13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.</b> Percent of Working Time : <b>DUTIES</b>		
20% : 1. Plan, supervise, and manage office operation 20% : 2. Document important university programs/events/activities for publication in the VSU Obelisk 25% : 3. Edit VSU Obelisk issue, and supervise printing and distribution of the publication 20% : 4. Write and submit press release for publication in national print media 5% : 5. Produce/update university promotional brochures 5% : 6. Attend to University President's requests 5% : 7. Perform other tasks assigned by the office head and the University President.		



<b>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</b> Assistant to the President for Information and Communication	<b>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b> University President																												
<b>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE</b> (If more than 7) list only by their item nos. and titles) <div style="float: right; text-align: right;">150</div> Alderis Alvicola Trevor Tan																													
<b>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</b> Computer, camera, ballpen, pencil, cassette recorder																													
<b>18. CONTACT</b> <table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: center;">Occasional</td> <td style="text-align: center;">Frequent</td> </tr> <tr> <td>General Public</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		Occasional	Frequent	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	<b>19. WORKING CONDITION</b> <table style="width: 100%; border: none;"> <tr> <td colspan="2">Normal Working Condition</td> </tr> <tr> <td>Field work</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;"><input checked="" type="checkbox"/> OFFICE</td> </tr> </table>	Normal Working Condition		Field work	<input checked="" type="checkbox"/>	Field Trips	<input type="checkbox"/>	Exposed to Varied Weather	<input checked="" type="checkbox"/>	Other's (Specify)	<input checked="" type="checkbox"/> OFFICE
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<b>20. I CERTIFY that the above answers are accurate and complete.</b> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u>Dec. 9, 2008</u>            Date         </div> <div style="text-align: center;">             Signature of Employee         </div> </div>																													
<b>21. Describe briefly the general function of the Unit or Section.</b> Documents important activities of the VSH system, produce the official university news publication, edit important documents of the university, prepare promotional materials of university programs and services.																													
<b>22. Describe briefly the general function of the position.</b> Supervise implementation of office functions and production of official university news publication. Write news articles for publication, perform editing work of publications, and prepare promotional leaflets on VSH's programs and services.																													
<b>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).</b> Education: Bachelor's degree. Experience: 2 yrs. of relevant experience; 8 hrs. of relevant training.																													
<b>23b. Licenses or certificates required to do this work, if any.</b> Career Professional License Exam.																													
<b>24. I HEREBY CERTIFY that the above answers are accurate and complete.</b> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u>Dec. 9, 2008</u>            Date         </div> <div style="text-align: center;">             Signature and Title of Immediate Supervisor            WOLFRADO T. ALESHA/Asst. to the President for Info. and Comm.         </div> </div>																													
<b>25. APPROVED</b> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u>                    </u>            Date         </div> <div style="text-align: center;">             Head of Agency         </div> </div>																													