

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

4. DEPT./BRANCH/DIVISION

1. NAME OF EMPLOYEE

ESPINOSA GRACIANA MANAGBANAG

(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

Records Division

5. WORK STATION/PLACE OF WORK

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

VISCAB-CK2-26-1998

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO.

7a. SALARY P.A.

P80,200.00

7b. OTHER COMPENSATION: **PERA/ACA**

P1,000.00

8. OFFICIAL DESIGNATION OF POSITION

Clerk II

9. WORKING PROPOSED TITLE

Administrative Aide IV

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

attach additional sheets.

Percent of

Working Time:

DUTIES/FUNCTIONS

30% Recieves mail materials from different depts./offices of the college; checks on signatures, correct addresses, inclosures and affixes required postages and records same in the logbook.

20% Checks on mail matters received from different depts. whether mail is official.

15% Encodes pertinent and important documents to the computer; prepare and types vouchers for payment of stams; prepare and type procurement list and vouchers.

15% Purchase of stamps for monthly consumption and prepare replenishment vouchers; prepare and submit monthly report of stamps accountability.

10% Prepares and updates checklist of casual and regular staff for distribution to different depts./officés.

5% Renders reference services to ViSCA staff.

5% Performs duties assigned from time to time.

100%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Records Officer IV	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Administrative Officer V																		
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles)																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computer, typewriter, calculator																			
18. CONTACT <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;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input 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 type="checkbox"/></td> <td style="text-align: center;"><input checked="" 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> </tbody> </table>		Occasional	Frequent	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	19. WORKING CONDITION Normal Working Condition <input type="checkbox"/> Field work <input type="checkbox"/> Field Trips <input type="checkbox"/> Exposed to Varied Weather <input type="checkbox"/> Other's (Specify) <input type="checkbox"/>
	Occasional	Frequent																	
General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>																	
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u>Nov. 18, 2004</u> Date </div> <div style="text-align: center;"> GRACIANA M. ESPINOSA Signature of Employee </div> </div>																			
21. Describe briefly the general function of the Unit or Section. - Proper custody of the college vital records from all administrative offices, departments and centers.																			
22. Describe briefly the general function of the position. Provide efficient centralized mail and messengerial services of the university. Provides clerical, mail services and records reference services of the university.																			
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). Education: Completion of 2 years in college. Experience: None required																			
23b. Licenses or certificates required to do this work, if any. Civil Service Eligibility																			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u>Nov. 19, 2004</u> Date </div> <div style="text-align: center;"> SIMEON P. SEDROME Signature and Title of Immediate Supervisor </div> </div>																			
25. APPROVED <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> _____ Date </div> <div style="text-align: center;"> PACIENCIA P. MILAN Head of Agency </div> </div>																			