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# REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

1. NAME OF EMPLOYEE

VALENZONA ERLINDA SANTIAGO

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

2. DEPARTMENT, CORPORATION OR AGENCY/  
LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

3. BUREAU OR OFFICE

4. DEPT./BRANCH/DIVISION

Office of the Vice President for Academic Affairs

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO. ADA6-98-2004

7a. SALARY P.A.: ₱ 91,272.00

7b. OTHER COMPENSATION: PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION

ADMINISTRATIVE AIDE VI

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

attach additional sheets.

Percent of Working Time :

## DUTIES

40% Receives/Examines/Records/Countersigns incoming documents for action by the Vice President for Academic Affairs

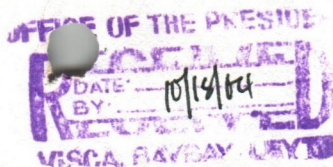
20% Sorts/Files documents which are monitored by the OVPAA and/or for immediate reference

15% Types/Reproduces memoranda, communications, COD Minutes, and different types of administrative forms

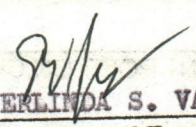

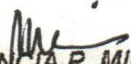
15% Prepares/Types vouchers, payrolls, and other forms for claims and/or payments; and different forms for requisitions of equipment, supplies/materials and services

10% Answers telephone calls and performs other tasks assigned by the Vice President/ immediate supervisor from time to time





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14. POSITION TITLE OF IMMEDIATE SUPERVISOR <b>VICE PRESIDENT FOR ACADEMIC AFFAIRS</b>		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <b>PRESIDENT</b>	
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. <b>COMPUTER, FAX, TELEPHONE, CALCULATOR, TYPEWRITER, BALLPEN/PENCIL, etc.</b>			
18. CONTACT		19. WORKING CONDITION	
Occasional      Frequent		Normal Working Condition <b>X</b>	
General Public <input type="checkbox"/>	<input checked="" type="checkbox"/>	Field work <input type="checkbox"/>	
Other Agencies <input type="checkbox"/>	<input checked="" type="checkbox"/>	Field Trips <input type="checkbox"/>	
Supervisors <input type="checkbox"/>	<input checked="" type="checkbox"/>	Exposed to Varied Weather <input type="checkbox"/>	
Management <input type="checkbox"/>	<input type="checkbox"/>	Other's (Specify) <input type="checkbox"/>	
Others (Specify) <input type="checkbox"/>	<input type="checkbox"/>		
20. I CERTIFY that the above answers are accurate and complete.		 <b>ERLINDA S. VALENZONA</b> Signature of Employee	
<u>October 15, 2004</u> Date			
21. Describe briefly the general function of the Unit or Section. <b>Coordinates the planning, implementation and evaluation of the instruction program, faculty and staff development and other related activities with all academic units in the main and external campuses.</b>			
22. Describe briefly the general function of the position. <b>Performs administrative/clerical tasks/works</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). Education: <b>Completion of two years studies in college.</b> Experience:			
23b. Licenses or certificates required to do this work, if any. <b>CSC sub-professional eligibility</b>			
24. I HEREBY CERTIFY that the above answers are accurate and complete.		 <b>MANUEL K. PALOMAR</b> Signature and Title of Immediate Supervisor	
<u>October 15, 2004</u> Date			
25. APPROVED		 <b>PACIENCIA P. MILAN</b> Head of Agency	
 Date			