

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

PLANNING OFFICE

1. NAME OF EMPLOYEE

CANO RONILLO VITUALLA

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

3. BUREAU OR OFFICE

Planning Office

5. WORK STATION/PLACE OF WORK

Visca, Baybay, Leyte

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO. VISCAB-ADAS2-43-04

7a. SALARY P.A.: P 104,508.00

7b. OTHER COMPENSATION: PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION

Data Entry Machine Operator II

9. WORKING PROPOSED TITLE

Administrative Assistant II

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

30%

1. Follow-up reports, development plans, and other data/documents from different colleges, offices/units of the LSU main and satellite campuses.

25%

2. Collect data and update statistical reports on Faculty and Student Profile.

20%

3. Prepares/types pertinent documents for procurement of office supplies, travel and other official transactions.

10%

4. Distributes annual reports, facts and figures, proceedings, and statistical reports to the different departments/centers/offices of the university and satellite campuses.

10%

5. Binds reports/plans/proceedings for submission to different departments/centers/offices of the university and satellite campuses.

5%

6. Prepares ribbons for LSU Collegiate Commencement Exercises.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Asst. to the President for Corporate Planning and Income Generation	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR President																		
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, Laser printer, Typewriter																			
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 Field work <input checked="" type="checkbox"/> Field Trips <input type="checkbox"/> Exposed to Varied Weather Other's (Specify) <input type="checkbox"/>
	Occasional	Frequent																	
General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>																	
Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>																	
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Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>																	
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>																	
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: right;"> <p></p> <p>RONILLO V. CANO</p> <p>Signature of Employee</p> </div> </div>																			
21. Describe briefly the general function of the Unit or Section. Preparation of overall short and long term development plans and summary of accomplishment reports of LSU																			
22. Describe briefly the general function of the position. Data encoder																			
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 two years studies in college. Experience: 1 year of relevant experience; 4 hrs of relevant training.																			
23b. Licenses or certificates required to do this work, if any. TESDA Exam, Data Encoder																			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: right;"> <p></p> <p>NERELITO P. PASCUAL</p> <p>Signature and Title of Immediate Supervisor</p> </div> </div>																			
25. APPROVED <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: right;"> <p></p> <p>PACIENCIA P. MILAN</p> <p>Head of Agency</p> </div> </div>																			