| (Position  2. Deproportion  2. Deproportion  4. Deproportion  6a. Previous Acturation  6a. Previous Acturation  6a. Office Acturation  10. WA  112. For  113. State Perceive Acturation  114. Perceive Acturation  115. Perceive Acturation  115. Perceive Acturation  116. VIA | FICE OF THe esent Appropriate Mo. Processing | rporation or proporation of Position of Posit | Agency/Local of Previous Act/ Board Refisch Order No. Item No. Ion, check Gov   | AR Appropriation Solution AR Appropriation A | Work Station/Place of LSU, Visca, Baybay 7. Salary Per Annum 2. Sa | Title  | TAYABAS  Middle Name  The Office of the Universit of students' records, it also Describe briefly the general in-charge of the university ADA\A Indicate the required qualificate the position in mind Education: Education: Education:  Education:  Assistant II  Assistant II  Assistant II  Assistant II  Assistant II   |  |  |
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| 0. WA 2. For 3. Stat  | r Local Gove  N C P atement of Ducent of rkingTime 35%   | nment Posit<br>unicipality<br>ity  | ion, check Gov  | 1st<br>2nd   | d Unit's Class 4th   | p Title (Leave bl  | Assistant II   |  |  |
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| 3. Stat   | M C P Atternent of Durcent of rkingTime 35%  | unicipality<br>ity<br>rovince  |   | 1st<br>2nd   | d Unit's Class   | - vii  | Tagana Fila Si   |  |  |
| 3. Stat   | M C P Atternent of Durcent of rkingTime 35%  | unicipality<br>ity<br>rovince  |   | 1st<br>2nd   | 4th  | v+1  | r same a rise of   |  |  |
| Perc  | cent of rkingTime  | rovince  |   | 2nd  | and the latest and th |  |  |  |  |
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| Perc  | etement of Durcent of rkingTime 35%  |  |   | 3rd  | otn  |  | The state of the s |  |  |
| Perc  | rkingTime 35%  | and mos  | ponsibilities If  |  | 6th  | additional short   |  |  |  |
| Work  | 35%  |  | Statement of Duties and Responsibilities. If more space is no Percent of Duties |  |  |  |  |  |  |
|   |  |  |   | Ballos   |  |  |  |  |  |
|   |  | 1.   | Programs the schedule of classes and Examinations                               |  |  |  |  |  |  |
|   | 24%  |  | ID ITERIO / I   |  |  |  |  |  |  |
|   | 20%  | Comment  | Encode & updates the names of students and subjects enrolled                    |  |  |  |  |  |  |
|   | 5%   |  | Encode & updates candidates for graduation                                      |  |  |  |  |  |  |
| -   | 10%  |  | Updates assignments of academic advisers for freshmen and Old students          |  |  |  |  |  |  |
|   |  |  | Prepares statistical reports  |  |  |  |  |  |  |
| -   | 4%   |  | Assists in encoding students' grades (midterm & final)                          |  |  |  |  |  |  |
|   | 1%   |  | Assists in the maintenance and operation of the computer machines               |  |  |  |  |  |  |
|   | 1%   | 8 1  | Perform other duties assigned from time to time by the Registrar                |  |  |  |  |  |  |
|   | 100%   |  |   | Presid   |  |  |  |  |  |
|   |  |  | L Agency  | Head o   |  | 2)80   |  |  |  |
| 4. Posi   | sition Title of  | Immediate S  | Supervisor  |  | 15. Position Title of N  | lext Higher Supe   | ervisor  |  |  |
| Hart  | Halianata B. L.  |  |   |  | Man Developed Co. A.   |  |  |  |  |
| 6. Nam  | University Registrar Names, Title and Item Nos. of those you directly supervise.   |  |   |  | Vice President for Academic Affairs  |  |  |  |  |
| (if m   | (if more than 7, list only by their item numbers and titles)   |  |   |  | 17. Machines, Equipment, Tools, etc, used regularly in performance of work   |  |  |  |  |
| ( 11)   | (in the diam it, list only by their item numbers and lines)  |  |   |  | performance of work  |  |  |  |  |
|   |  |  |   |  | DC Computers Print   | ore Dickettee h  | allnan nanall  |  |  |
| B. Conf   | ntact  |  | Occasional  | Frequent   | Working Condition  | , inskelles, D   | amperi, pericii  |  |  |
|   | neral Public   | 77.53  | Х   |  | Normal working condi   | tion x   |  |  |  |
|   | Other Agencies   |  | X   |  | Field work   |  |  |  |  |
|   | Supervisors<br>Management  |  |   | X  | Field trips  |  |  |  |  |
|   |  | -  |   | X  | Exposed to varied we   | ather  |  |  |  |
|   | ers (specify)  | have energy  | rs are accurate   | 1  | Others (specify)   |  |  |  |  |

| 21   | Describe briefly the general funct  | on of the Unit or Section   |  |                          | THE THURST           | T. IN THE STATE OF                  |     |  |  |  |  |
|------|---|---|--|--------------------------|----------------------|-------------------------------------|-----|--|--|--|--|
|      | The Office of the University Region students records, it also coord and enrolment), transfer and grad records.        | dinates and control activities involuation. It is primarily responsible | ission, schedul  | egistration (validation  | ance of grades       | s and upkeep                        | 2   |  |  |  |  |
| 22.  | Describe briefly the general function of the position. USU, Visca, Bryond and Park Park Park Park Park Park Park Park |   |  |                          |                      |                                     |     |  |  |  |  |
|      | In-charge of the operation, enc   | 7 Coloni Day Applica   The  | n the compute  | 6b Previous A<br>Act/ 76 | propriation          | Present Ap                          | 68  |  |  |  |  |
| 23a. | Indicate the required qualification (keep the position in mind rather other than teaching.)                           | than the qualifications of the pre                                      | sent incumben  | t. This item be filled   | for this position    | ns OM Met                           | 8   |  |  |  |  |
| -    | Education: Com  | pletion of 2 years college cours  | 9  |                          |                      |                                     |     |  |  |  |  |
| 23b. | Licenses or certificates required   | to do this work, if any.  |  | this Position            | assification of      | DEMO II<br>WARCO CI                 | .or |  |  |  |  |
|      | CSC Eligibility   | d Unit's Class  | mment Unit and   | sition, check Gove       | overnment Po         | For Local C                         | 12. |  |  |  |  |
| 24.  | I certify that the above answers a  | re accurate and complete.   | 1  |                          | Musikipality<br>City |                                     | .11 |  |  |  |  |
|      |   | dia   | (0)  |                          | Province             |                                     |     |  |  |  |  |
|      | sireels   | reeded, piease attach additional  | Duties   |                          | of Duties and F      | Statement of Percent of WorkingTime | 13. |  |  |  |  |
|      | Date  | ies and Examinations  | A COLOR OF THE PARTY OF THE PAR | MARISCAL<br>gistrar      | 1.                   | 3696                                |     |  |  |  |  |
|      |   | gizy.dents and subjects enrolle   | nature and Title   | e of Immediate Sup       | pervisor)            | 2496                                |     |  |  |  |  |
|      |   |   |  | Encode & update          | 3                    | 20%                                 |     |  |  |  |  |
| 25.  | APPROVED: : CAYONAGA  | mic advisers for freshmen and C   |  |                          | 5.                   | 9601                                |     |  |  |  |  |
|      |   | ades (midterm & final)  |  | Prepares statistic       | .8                   |                                     |     |  |  |  |  |
| -    | manida  | operation of the computer ma  |  |                          | 7                    | 1%                                  |     |  |  |  |  |
| -    |   | Tom time to time by the Registra  |  |                          | 8                    | 901                                 |     |  |  |  |  |
|      |   | shelps it still ye silli or sille mer                                   | Presi  | President & eoof         |                      |                                     |     |  |  |  |  |
|      | Date  |   | Head of Agency   |                          |                      |                                     |     |  |  |  |  |
|      | r Supervisor  | 15. Position Title of Next Highe  |  | s Supervisor             | e of Immediate       | Position Titl                       | 14  |  |  |  |  |
|      |   | Vice President for Academic a   | University Registrar Names, Titte and Item Nos. or those you directly supervise.   |                          |                      |                                     |     |  |  |  |  |
|      | s, etc, used regularly in   | 17. Machines, Equipment, Tool<br>performance of work                    | and titles)  | their item numbers       |                      |                                     | .01 |  |  |  |  |
|      | tes, hallpen pencil   | Of Computers Printers Disks   |  |                          |                      |                                     |     |  |  |  |  |
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|      | X   | Normal working condition  |  | A                        |                      | Gerietai Pub<br>Other Ageno         |     |  |  |  |  |
|      |   | Pield work  | . X  | X                        |                      | Supervisors                         |     |  |  |  |  |
|      |   | Exposed to varied weather   | χ  |                          |                      | . Managemen                         |     |  |  |  |  |
|      |   | Others (specify)  |  | L                        |                      | Others (sper                        |     |  |  |  |  |
|      |   |   | ololymos bri   | 0 035 10000 010 010 0    | C.15 0 / C.55 0.15   | l county man                        |     |  |  |  |  |
|      |   |   |  |                          |                      |                                     |     |  |  |  |  |
|      |   |   |  |                          |                      |                                     |     |  |  |  |  |
|      |   | ARNULFO T GALENZOGA   |  | Date                     |                      |                                     |     |  |  |  |  |
|      |   | Sygnature of Employee   |  |                          |                      |                                     |     |  |  |  |  |
|      |   |   |  |                          |                      |                                     |     |  |  |  |  |