

Republic of the Philippines BC-CSC Form No. 1 (Position Description Form)		1. Name of Employee <div style="display: flex; justify-content: space-between;"> GALENZOGA ARNULFO TAYABAS </div> <div style="display: flex; justify-content: space-between; font-size: small;"> Family Name Given Name Middle Name </div>	
2. Department, Corporation or Agency/Local Government LEYTE STATE UNIVERSITY		3. Bureau or Office SUC	
4. Department/Branch/Division OFFICE OF THE UNIVERSITY REGISTRAR		Work Station/Place of Work LSU, Visca, Baybay, Leyte	
6a. Present Appropriation Act/ Board Resolution/ Order No. Item No.	6b. Previous Appropriation Act/ Board Resolution Order No. Item No. VISCAB-ADAS	7. Salary Per Annum P 104,508.00	7b. Other Compensation PERA/ACA
8. Official Designation of Position DEMO II		9. Working Proposed Title DEMO II - Administrative Assistant II	
10. WAPCO Classification of this Position		11. Occupation Group Title (Leave blank)	
12. For Local Government Position, check Government Unit and Unit's Class			
Municipality <input type="checkbox"/>		1st <input type="checkbox"/>	
City <input type="checkbox"/>		2nd <input type="checkbox"/>	
Province <input type="checkbox"/>		3rd <input type="checkbox"/>	
		4th <input type="checkbox"/>	
		5th <input type="checkbox"/>	
		6th <input type="checkbox"/>	
13. Statement of Duties and Responsibilities. If more space is needed, please attach additional sheets			
Percent of Working Time	Duties		
35%	1. Programs the schedule of classes and Examinations		
24%	2. Encode & updates the names of students and subjects enrolled		
20%	3. Encode & updates candidates for graduation		
5%	4. Updates assignments of academic advisers for freshmen and Old students		
10%	5. Prepares statistical reports		
4%	6. Assists in encoding students' grades (midterm & final)		
1%	7. Assists in the maintenance and operation of the computer machines		
1%	8. Perform other duties assigned from time to time by the Registrar		
100%			
14. Position Title of Immediate Supervisor University Registrar			
15. Position Title of Next Higher Supervisor Vice President for Academic Affairs			
16. Names, Title and Item Nos. of those you directly supervise. (If more than 7, list only by their item numbers and titles)		17. Machines, Equipment, Tools, etc, used regularly in performance of work PC Computers, Printers, Diskettes, ballpen, pencil	
18. Contact	Occasional	Frequent	Working Condition
General Public	x		Normal working condition
Other Agencies	x		Field work
Supervisors		x	Field trips
Management		x	Exposed to varied weather
Others (specify)			Others (specify)
20. I certify that the above answers are accurate and complete			
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <p><u>11/19/2024</u></p> <p>Date</p> </div> <div style="text-align: center;"> <p><u>ARNULFO T. GALENZOGA</u></p> <p>Signature of Employee</p> </div> </div>			

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Describe briefly the general function of the Unit or Section

The Office of the University Registrar is in-charge of student admission, scheduling of classes, issuance of grades and upkeep of students' records. It also coordinates and control activities involving student registration (validation of credentials and enrolment), transfer and graduation. It is primarily responsible for the maintenance and safekeeping of students' records.

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Describe briefly the general function of the position.

In-charge of the operation, encoding and processing of data on the computer

23a

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 be filled for all positions other than teaching.)

Education: Completion of 2 years college course

Experience:

23b

Licenses or certificates required to do this work, if any.

24

I certify that the above answers are accurate and complete.

CSC Eligibility

25

APPROVED:

Statement of Duties and Responsibilities

Percent of Working Time

1. 35%

2. 25%

3. 20%

4. 5%

5. 10%

6. 4%

7. 1%

8. 1%

100%

LINDA N. MARISCAL

Registrar

(Signature and Title of Immediate Supervisor)

PACIENCIA P. MILAN

President

Head of Agency

Date

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Names, Title and Item Nos. of those you directly supervise (if more than 7, list only by their item numbers and titles)

University Registrar

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Machines, Equipment, Tools, etc. used regularly in performance of work

Vice President for Academic Affairs

18

Working Condition

Normal working condition

Field work

Field trips

Exposed to varied weather

Others (specify)

Frequent

Occasional

A

X

X

X

19

Contact

General Public

Other Agencies

Supervisors

Management

Others (specify)

Frequent

Occasional

A

X

X

20

I certify that the above answers are accurate and complete.

ARNULFO T. GALENZOGA

Signature of Employee

Date