

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE CANO , LOWRDES B. <hr/> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. 6b. PREV. APPRO ACT/ ACT/ BOARD RES/ BOARD RES/ ORD. NO. ORD. NO. ITEM NO. ITEM NO.		7a. SALARY P.A.: P 269,076.00 P 2,000 7b. OTHER COMPENSATION:	
8. OFFICIAL DESIGNATION OF POSITION Chief Administrative Officer		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 attached additional sheets.			

Percent of :
Working Time:

D U T I E S

- | | |
|-------------|---|
| 40% | 1. Supervise the offices performing personnel related functions. |
| 30% | 2. Introduce innovations to find best practices to improve human resources utilization and motivation of personnel. |
| 10% | 3. Implement new systems and procedures relative to personnel management as required by regulatory bodies such as CSC, DEM & COA. |
| 10% | 4. Request new positions from DEM after identifying personnel needs through manpower review. |
| 10% | 5. Link with other organizations needed for improved human resource management in VSW |
| <u>100%</u> | |

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Vice President for Admin. & Finance	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR University President																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) 1. Teresita L. Quinanola-Supervising Adm. Officer-VISCAB-SADOF-9-2004 2. Corazon U. Nueve- Supervising Adm. Officer-SADOF-10-2004 3. Nestor M. Israel- SADOF-1-2005; 4. Jeanette B. Israel- ADOF5-12-2004 5. Nevin Pacada-																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. ADA6-94-2004 telephone, fax machine, books																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
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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="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black;"/> Date </div> <div style="width: 45%; text-align: center;"> LOURDES B. CANO Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section.																													
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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 should be filled for all positions other than teaching). Education: Masteral degree Experience: 4 years in positions/involving management & supervision 24 hrs of training and supervision																													
23b. Licenses or certificates required to do this work, if any. Career Service (Prof) 2nd Level 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="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black;"/> Date </div> <div style="width: 45%; text-align: center;"> JOSE M. ALKUINO, JR Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black;"/> Date </div> <div style="width: 45%; text-align: center;"> PACIENCIA P. MILAN Head of Agency </div> </div>																													