

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE Brit Chona ^{mpo} (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE Visayas State University	
4. DEPT./BRANCH/DIVISION University Student Services Office		5. WORK STATION/PLACE OF WORK VSU	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		7a. SALARY P.A.: P219,996.00 7b. OTHER COMPENSATION: P 24,000.00 ITEM NO. VISCAB-GUIDC2-1-1998	
8. OFFICIAL DESIGNATION OF POSITION Guidance Counselor II		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: DUTIES			
50% Guidance and Counseling 50% Facilitate the Implementation of Scholarships and Financial Assistance Program			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Dean of Students

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Vice-President for Academic Affairs

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)

NONE

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

Computer, Calculator, Telephone, Fax Machine

18. CONTRACT

	Occasional	Frequent
General Public	[X]	[]
Other Agencies	[]	[]
Supervisors	[]	[]
Management	[]	[]
Other (Specify)	[]	[]

19. WORKING CONDITION

Normal Working Condition	[X]
Field Work	[]
Field Trips	[]
Exposed to Varied Weather	[]
Others (Specify)	[]

20. I CERTIFY that the above answers are accurate and complete.

8/19/2011

Date

Signature of Employee

21. Describe briefly the general function of the Unit or Section.

Provide various Student Services

22. Describe briefly the general function of the position.

Guidance and Counseling

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: B. S. degree relevant to the job.

Experience:

23b. Licenses or certificates required to do this work, if any.

Civil Service Professional Elig.

24. I HEREBY CERTIFY that the above answers are accurate and complete.

8/19/2011

Date

MANOLO B. LORETO, JR.
Dean of Students

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

JOSE L. BACUSMO
Head of Agency