

REPUBLIC OF THE PHILIPPINES BC-CSC FORM NO. 1 (Position Description Form)		1. NAME OF EMPLOYEE <u>ORAÑO</u> <u>PAMELA</u> <u>POSAS</u> (FAMILY NAME) (GIVEN NAME) (MIDDLE NAME)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University		3. BUREAU OR OFFICE University Accreditation Center	
4. DEPT./BRANCH/DIVISION University Accreditation Center		5. WORK STATION/PLACE OF WORK VISAYAS STATE UNIVERSITY	
6a. PRES. APPRO. ACT BOARD RES ORD. NO. ITEM NO.		6b. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	
		7a. SALARY P.A. 7b. OTHER COMPENSATION P2000.00 ACA/PERA	
8. OFFICIAL DESIGNATION OF POSITION		9. WORKING PURPOSE TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (LEAVE BLANK)	
12. FOR LOCAL GOVERNMENT POSITION, CLER GOVERNMENT UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] 1 ST 2 ND 3 RD 4 TH 5 TH 6 TH [] [] [] [] [] []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time		DUTIES	
70% 20% 10%		<ul style="list-style-type: none">✓ Prepare documents for the SUCs leveling under the CHED-Public Higher Education Reform Roadmap✓ Assist the University accreditation center in retrieving documents needed for self-survey✓ Do other tasks related to accreditation matters as requested by the immediate supervisor	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Office of the Vice Pres. for Instruction																		
16. NAMES, TITLE AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and title)																				
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. computer, printer, etc.																				
18. CONTRACT <table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;">OCCASIONAL</th> <th style="text-align: center;">EQUIPMENT</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	EQUIPMENT	GENERAL PUBLIC	[]	[]	OTHER AGENCIES	[]	[]	SUPERVISORS	[]	[]	MANAGEMENT	[]	[]	OTHER (SPECIFY)	[]	[]	19. WORKING CONDITION NORMAL WORKING CONDITION [<input checked="" type="checkbox"/>] FIELD WORK [] FIELD TRIPS [] EXPOSED TO VARIED WEATHER [] OTHERS (SPECIFY) []
	OCCASIONAL	EQUIPMENT																		
GENERAL PUBLIC	[]	[]																		
OTHER AGENCIES	[]	[]																		
SUPERVISORS	[]	[]																		
MANAGEMENT	[]	[]																		
OTHER (SPECIFY)	[]	[]																		
20. I CERTIFY THAT THE ABOVE ANSWERS ARE ACCURATE AND COMPLETE <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u>JUNE 21, 2013</u> Date </div> <div style="text-align: center;"> <u>PAMELA POSAS ORAÑO</u> Signature of Employee </div> </div>																				
21. Describe briefly the general function of the unit or Section. Prepare documents for the SUCs leveling under the CHED-Public Higher Educ.																				
22. Describe briefly the general function of the position. Clerical Services.																				
23a. Indicate the required qualifications by years and kind of education considered in filing up a vacancy for this position. (Keep the position in mind rather than the qualification of the present incumbent. This item should be filled for all positions other than teaching). Education: Completion of two years studies in college.																				
23b. Licenses or required to do this work, if any. CSC Sub-Prof. 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="text-align: center;"> <u>June 20, 2013</u> Date </div> <div style="text-align: center;"> <u>LUALHATI M. NORIEL</u> Signature And Title Of Immediate Supervisor </div> </div>																				
25. APPROVED: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> _____ Date </div> <div style="text-align: center;"> <u>JOSE L. BACUSMO</u> Head Of Agency </div> </div>																				