

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

ANDRES

(Family name)

DALISAY

(Given Name)

FORNES

(Middle Name)

7. DEPARTMENT, CORPORATION OF AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE UNIVERSITY

3. BUREAU OR OFFICE

Department of Economics

4. DEPT/BRANCH/DIVISION

College of Management & Economics

5. WORK STATION/PLACE OF WORK

Visca, Baybay, Leyte

6a. PRES. APPROP. : 6b. PREV. APPROP.

ACT/

:

ACT/

BOARD RES/

:

BOARD RES

ORD. NO.

:

ORD NO.

ITEM NO.

:

ITEM NO.

VISCAB-ADAB-104-2004

7a. SALARY P.A. : 7b. OTHR COMPENSTION

AUTHORIZED: PERA/ACA

ACTUAL

:

P 121,596.00

8. OFFICIAL DESIGNATION OF POSITION

Adm. Aide IV

9. WORKING PROPOSED TITLE

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

☐

CITY

☐

PROVINCE

☐

1st

☐

2nd

☐

3rd

☐

4th

☐

5th

☐

6th

☐

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of
Working
Time

DUTIES:

25%

Types & cuts stencils of exams (quizzes, long hour, midterm, final and exercises)

20%

Types and cuts stencils of handouts, course outlines, syllabi, teaching guides and other teaching materials

18%

Types communications and reports

8%

Prepares & types job requests, travel vouchers, payrolls, purchase requests, CSR & application for leave.

8%

Files and retrieves communications, memos, and other official records.

5%

Receives and relays telephone calls

5%

Distributes handouts, syllabi, course outline & assist in the distribution of grades

5%

Sorts, collates and staples exams, syllabi, handouts, course outlines, teaching guides and other materials.

6%

Conducts of evaluation of DOE faculty

100%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : POSITION TITLE OF NEXT HIGHER SUPERVISOR

Department Head

Dean of College

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

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

Computer, typewriter, calculator

18. CONTACT

	Occasional	Frequent
General Public		<u>X</u>
Other Agencies	<u>X</u>	
Supervisors		<u>X</u>
Management		<u>X</u>
Others (specify) students		<u>X</u>

19. WORKING CONDITION

Normal Working Condition	<u>X</u>
Field Work	
Field Trips	<u>X</u>
Exposed to varied whether	<u>X</u>
Others (specify) classroom	<u>X</u>

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

March 25, 2010

Date


DALISAY F. ANDRES

Signature of Employee

21. Describe briefly the general function of the unit or section.

Instruction, research and extension

22. Describe briefly the general function of the position.

Clerical services

23a. Indicate the required qualification 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 : *Completion of 2 years study in college*

Experience : *None required*

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

CSC sub-prof. eligibility.

24. I hereby certify that the above answers are accurate and complete.

March 25, 2010

Date


PEDRO T. ARMENIA

Department Head

Signature and Title of Immediate Supervisor

25. APPROVED:

Date


JOSE L. BACUSMO

President

Head of Agency