
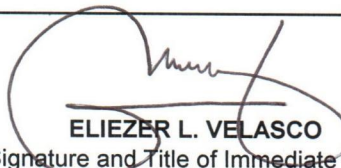
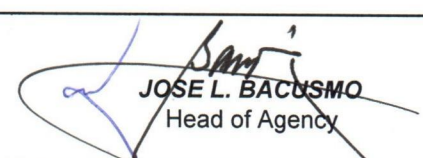


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE MAALA RENATO ANAJAO (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY, Baybay City, Leyte		3. BUREAU OR OFFICE Registrar's Office	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO.	7a. SALARY P.A.: P 229,332.00 7b. OTHER COMPENSATION: ACA/ PERA	
8. OFFICIAL DESIGNATION OF POSITION Registrar I		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 [] <div style="display: flex; justify-content: space-around;"> 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of : Working Time :		DUTIES	
30%	1. Checks and evaluate records of assigned courses.		
15%	2. Prepares and issues enrolment forms to the departments and students during registration.		
10%	3. Compute contact hours & maximum credit hours of part-time instructors and the requested subjects and submit report to ODA-HRD and PRPEO.		
10%	4. Prepares and consolidate lists of graduating students for submission to different departments and College deans.		
5%	5. Checks and process application for change of name / data / entry in the students records.		
5%	6. Determine, compute and re-check candidates for latin honors of assigned courses and submit to the in-charge for consolidation.		
25%	7. Prepares transcript of records, transfer credentials, certification and checklist with grades of students.		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">Registrar V</p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">Vice President for Instruction</p>																					
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. <p style="text-align: center;">Computer, typewriter, ballpen, stapler, etc.</p>																						
18. CONTACT <table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[x]</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;">[x]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[x]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[] []</td> </tr> <tr> <td>Students</td> <td></td> <td style="text-align: center;">(X)</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[]	[x]	Other Agencies	[]	[] []	Supervisors	[]	[x]	Management	[x]	[]	Others (Specify)	[]	[] []	Students		(X)	19. WORKING CONDITION Normal Working Condition (X) Field work [] Field Trips [] Exposed to Varied Weather [] Other's (Specify) []
	Occasional	Frequent																				
General Public	[]	[x]																				
Other Agencies	[]	[] []																				
Supervisors	[]	[x]																				
Management	[x]	[]																				
Others (Specify)	[]	[] []																				
Students		(X)																				
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p style="text-align: center;">Date</p> </div> <div style="width: 50%; text-align: right;">  RENATO A. MAALA Signature of Employee </div> </div>																						
21. Describe briefly the general function of the Unit or Section. In-charge of scheduling of classes, issuance of grades, official transcript of records and upkeep of students records. It coordinates & control activities involving students registration, transfer and graduation.																						
22. Describe briefly the general function of the position. In-charge of evaluation of student records.																						
23.a 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: Bachelor's Degree Experience:																						
23b. Licenses or certificates required to do this work, if any. Career Service Professional eligibility																						
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p style="text-align: center;">Date</p> </div> <div style="width: 50%; text-align: right;">  ELIEZER L. VELASCO Signature and Title of Immediate Supervisor </div> </div>																						
25. APPROVED <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p style="text-align: center;">Date</p> </div> <div style="width: 50%; text-align: right;">  JOSE L. BACUSMO Head of Agency </div> </div>																						