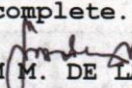
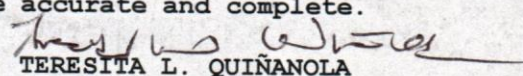
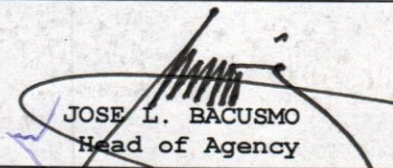


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE  DE LA TORRE, MIRIAM MORATA (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  VISAYAS STATE UNIVERSITY, Baybay City, Leyte		3. BUREAU OR OFFICE  Visayas State University	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	
7a. SALARY P.A.:		7b. OTHER COMPENSATION:	
8. OFFICIAL DESIGNATION OF POSITION  Administrative Officer III		9. WORKING PROPOSED TITLE  Administrative Officer III	
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%	Review of Individual Performance Commitment & Review Form (IPCR)
40%	Review and posting of Job Order appointments
5%	Updates/Prepares Service Card of Casual and Contractual employees
5%	Checking of Daily Time Record of Part-Time Instructors
5%	Do filing
5%	Perform other tasks assigned by the Unit Head
100%	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Supervising Administrative Officer	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Director for Administration & HRD																		
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, Calculator, ballpen, notebook, pencil, telephone																			
18. CONTRACT  <table style="width: 100%; border: none;"> <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;">[x]</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	[x]	[ ]	Other Agencies	[ ]	[ ]	Supervisors	[ ]	[ ]	Management	[ ]	[ ]	Other (Specify)	[ ]	[ ]	19. WORKING CONDITION Normal Working Condition <span style="float: right;">[x]</span> Field Work <span style="float: right;">[ ]</span> Field Trips <span style="float: right;">[ ]</span> Exposed to Varied Weather <span style="float: right;">[ ]</span> Others (Specify) <span style="float: right;">[ ]</span>
	Occasional	Frequent																	
General Public	[x]	[ ]																	
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;"> <div style="width: 40%;">           _____            Date         </div> <div style="width: 50%; text-align: right;">             MIRIAM M. DE LA TORRE            Signature of Employee         </div> </div>																			
21. Describe briefly the general function of the Unit or Section.  Maintain an effective and efficient personnel records and performance evaluation system of the University																			
22. Describe briefly the general function of the position.  Review and record performance evaluation ratings and appointments of personnel																			
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:        BS relevant to the job  Experience:																			
23b. Licenses or certificates required to do this work, if any.  CS 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%;">           _____            Date         </div> <div style="width: 50%; text-align: right;">             TERESITA L. QUINANOLA            Supervising Administrative Officer            Signature and Title of Immediate Supervisor         </div> </div>																			
25. APPROVED:  <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;">           _____            Date         </div> <div style="width: 50%; text-align: right;">             JOSE L. BACUSMO            Head of Agency         </div> </div>																			