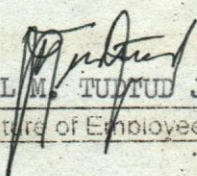
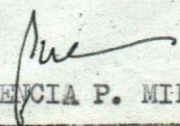
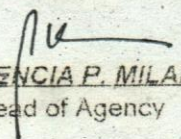


RTJ

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE DANIEL M. TUDTUD JR. (Family Name) (Given Name) (Middle Name)
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE LSU
4. DEPT./BRANCH/DIVISION Office of the University Secretary (OUS)		5. WORK STATION/PLACE OF WORK OUS-LSU, Visca, Baybay, Leyte
6a. PRES. APPRO. ACT/ ☒ BOARD RES/ ORD NO.	6b. PREV. APPRO. ACT/ BOARD RES/ ITEM NO. VISGAB-BS5-1-2002/	7a. SALARY P.A.: P 249,876.00 7b. OTHER COMPENSATION: PERA/VACA
8. OFFICIAL DESIGNATION OF POSITION BOARD SECRETARY		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 attach additional sheets.		
Percent of Working Time: DUTIES		
25% 1. Keep all the records and minutes of the proceedings of the Governing Board (GB). 25% 2. Communicate to the Chairman, Vice-Chairman and members of the GB notice of all regular meetings, special sessions and other undertakings of the GB; 25% 3. Serve as the University Secretary of the Administrative Council and University Academic Council (UAC); 25% 4. Perform other duties as may be required by the University President.		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR HUMAN RESOURCE MANAGEMENT OFFICER IV University President	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR University President																												
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. Personal Computer;																													
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;">☒</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>Others (Specify)</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	☐	☒	Other Agencies	☒	☐	Supervisors	☐	☒	Management	☐	☒	Others (Specify)	☐	☐	19. WORKING CONDITION <table style="width: 100%; border: none;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">☒</td> </tr> <tr> <td>Field work</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;">☐</td> </tr> </tbody> </table>	Normal Working Condition	☒	Field work	☐	Field Trips	☐	Exposed to Varied Weather	☐	Other's (Specify)	☐
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Other's (Specify)	☐																												
20. I CERTIFY that the above answers are accurate and complete. <u>28 March 2003</u> Date  DANIEL M. TUITUD JR. Signature of Employee																													
21. Describe briefly the general function of the Unit or Section Keeps all the records & minutes of the Proceedings of the ADCO, UAC & Governing Board.																													
22. Describe briefly the general function of the position. Serves as the Secretary of the Administrative Council (ADCO), University Academic Council (UAC) and Governing Board (GB).																													
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: 4 years of relevant experience; 24 hours of relevant training.																													
23b. Licenses or certificates required to do this work, if any.																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. Date  PACIENCIA P. MILAN Signature and Title of Immediate Supervisor																													
25. APPROVED Date  PACIENCIA P. MILAN Head of Agency																													