

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE BIBERA REGINA CAPACIO <small>(Family Name) (Given Name) (Middle Name)</small>	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE PRPEO	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK VSU, BAYBAY CITY	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. VLS CNB - AD OF 2-27-2004	7a. SALARY P.A.: P228,924.00 7b. OTHER COMPENSATION: P24,000 PERA	
8. OFFICIAL DESIGNATION OF POSITION AO II		9. WORKING PROPOSED TITLE AO II	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE <small>(leave blank)</small>	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div>1st []</div> <div>2nd []</div> <div>3rd []</div> <div>4th []</div> <div>5th []</div> <div>6th []</div> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time :		DUTIES	
8% 12% 70% 5% 5% 100%	Prepares the ff: certificate of leave balances, summer pay, CTO, maternity leave, terminal leave, leave w/o pay and service break. Prepares monthly report of absences & undertime and leave without pay. Updating of leave record (leave card and database) Processing of leave applications for monetization Audit of leave record Computation/recording/encoding of CTO; recording/encoding of CDO Recording/encoding of service credits Checking/computation/recording/encoding of tardiness and undertime Review of service record for LWOP & service breaks. Prepares authenticated copies of supporting documents for terminal leave pay of retirees for submission to DBM. Performs other related functions as maybe assigned by the supervisor.		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR: Supervising Adm. Officer	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR: Chief Adm. Officer																		
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) NA																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computer, printer, stapler, ballpen, white out, pencil, etc.																			
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;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Occasional	Frequent	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	19. WORKING CONDITION Normal Working Condition <input checked="" type="checkbox"/> Field work <input type="checkbox"/> Field Trips <input type="checkbox"/> Exposed to Varied Weather <input type="checkbox"/> Other's (Specify) <input type="checkbox"/>
	Occasional	Frequent																	
General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>																	
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Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>																	
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">Date</div> </div> <div style="width: 40%; text-align: center;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">Signature of Employee</div> </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. Incharge in leave administration.																			
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: BS degree relevant to the job. Experience:																			
23b. Licenses or certificates required to do this work, if any. CS Prof eligibility																			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">Date</div> </div> <div style="width: 40%; text-align: center;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;"> TERESITA L. QUIÑANOLA-Supervising Adm. Officer Signature and Title of Immediate Supervisor </div> </div> </div>																			
25. APPROVED <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">Date</div> </div> <div style="width: 40%; text-align: center;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;"> EDGARDO E. TULIN Head of Agency </div> </div> </div>																			