

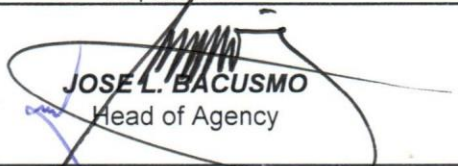


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <b>GONZAGA, ERNESTO, Jr. ALKUINO</b> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <b>VISAYAS STATE UNIVERSITY</b>		3. BUREAU OR OFFICE <b>Barangay Integrated Development Approach for Nutrition Improvement (BIDANI)</b>	
4. DEPT./BRANCH/DIVISION <b>OVPRE-BIDANI</b>		5. WORK STATION/PLACE OF WORK <b>OVPRE, VSU</b>	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. <b>VSCTB-ADP4-141-2004</b>	7a. SALARY P.A. <b>₱134,172.00</b> 7b. OTHER COMPENSATION: ACA/PERA <b>₱24,000</b>	
8. OFFICIAL DESIGNATION OF POSITION <b>Administrative Aide IV</b>		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>1st [ / ] 2nd [ ] 3rd [ ] 4th [ ] 5th [ ] 6th [ ]</div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please			
Percent of Working Time : <div>DUTIES</div> <div><div>25%</div><div>Encodes and print Annual Technical Report, Agency Quarterly Physical Report, In House Review Report, SPMS, Extension Plans and Targets and other official communications.</div></div> <div><div>20%</div><div>Prepares vouchers, RIS, PRs, travel orders, trip tickets, DTRs, leave applications and other pertinent documents.</div></div> <div><div>15%</div><div>Facilitates approval of pertinent papers and documents.</div></div> <div><div>15%</div><div>Prepares, reproduces and collates training handouts, brochures, manuals and other materials.</div></div> <div><div>10%</div><div>Receives, circulates and files official communications and documents.</div></div> <div><div>10%</div><div>Receives office calls/FAX messages from stakeholders and respond to their call/messages accordingly.</div></div> <div><div>5%</div><div>Monitors expenditures and supplies.</div></div>			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <b>EXTENSION DIRECTOR</b>		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <b>VICE PRESIDENT FOR RESEARCH &amp; EXTENSION</b>	
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, printer, typewriter, photocopier, phone, etc....			
18. CONTACT		19. WORKING CONDITION	
Occasional      Frequent		Normal Working Condition	
General Public      [ ]      [ ]		Field work      [ ]	
Other Agencies      [ ]      [ / ]		Field Trips      [ ]	
Supervisors      [ ]      [ ]		Exposed to Varied Weather [ ]	
Management      [ ]      [ ]		Other's (Specify)      [ ]	
Others (Specify)      [ ]      [ ]			
20. I CERTIFY that the above answers are accurate and complete.			
<u>July 2, 2014</u> Date		 Signature of Employee	
21. Describe briefly the general function of the Unit or Section. <b>BIDANI is an extension program of the university which complements RA 7160 to foster community engagement.</b>			
22. Describe briefly the general function of the position. <b>Performs the administrative functions of the office/unit.</b>			
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: <b>Two years studies in college.</b> Experience: <b>Two years as extension officer</b>			
23b. Licenses or certificates required to do this work, if any. <b>Civil Service Career Professional</b>			
24. I HEREBY CERTIFY that the above answers are accurate and complete.			
<u>July 2, 2014</u> Date		 <b>EFREN B. SAZ</b> Signature and Title of Immediate Supervisor	
25. APPROVED  Date		 <b>JOSE L. BACUSMO</b> Head of Agency	