

Republic of the Philippines BC-CSC Form No. 1 (Position Description Form)		1. Name of Employee  <div style="display: flex; justify-content: space-between;"> <span><b>VILLAS</b></span> <span><b>NORMA</b></span> <span><b>ORTEGA</b></span> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Family Name</span> <span>Given Name</span> <span>Middle Name</span> </div>	
2. Department, Corporation or Agency/Local Government  <b>LEYTE STATE UNIVERSITY</b>		Bureau or Office	
4. Department/Branch/Division  <b>OFFICE OF THE UNIVERSITY REGISTRAR</b>		Work Station/Place of Work  <b>LSU, VISCA, Baybay, Leyte</b>	
6a. Present Appropriation Act/ Board Resolution/ Order No. Item No.	6b. Previous Appropriation Act/ Board Resolution Order No. Item No.	7a. Salary Per Annum  <b>80,208</b>	7b. Other Compensation
8. Official Designation of Position  <b>Clerk II</b>		9. Working Proposed Title  <b>Clerk II</b>	
10. WAPCO Classification of this Position		11. Occupation Group Title (Leave blank)	
12. For Local Government Position, check Government Unit and Unit's Class			
Municipality	<input type="checkbox"/>	1st	<input type="checkbox"/>
City	<input type="checkbox"/>	2nd	<input type="checkbox"/>
Province	<input type="checkbox"/>	3rd	<input type="checkbox"/>
4th	<input type="checkbox"/>	5th	<input type="checkbox"/>
6th	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Statement of Duties and Responsibilities. If more space is needed, please attached additional sheets			
Percent of WorkingTime	Duties		
15%	1. Types communications/correspondence and reports		
20%	2. Receives and records incoming and out-going communications		
15%	3. Receives and facilitates in securing the Registrar's/representative's signature/approval of the following documents: students and faculty; clearance; requests of instructors to move schedule of class/exams; thesis outline/manuscripts and other documents.		
25%	4. Maintains updated files of the following documents/reports/forms: semestral statistical data on enrolment, graduates, dropouts and related statistics; files of communication/memo; actual teaching load; teachers' program; approved applications for requested subjects; school calendar; schedule of classes and other related reports.		
15%	5. Prepares the following reports/forms: students' ID; RIV's/SIVs; payroll and vouchers; routinary reports to various offices in ViSCA, DBM, CHED and other agencies, office staff performance target/report and other related reports.		
10%	6. Attends to various inquiries/requests from parents, prospective students office visitors and prepares referral when necessary.		
100%			

14. Position Title of Immediate Supervisor  <b>University Registrar</b>			15. Position Title of Next Higher Supervisor  <b>Vice President for Academic Affairs</b>																	
16. Names, Title and Item Nos. of those you directly supervise (if more than 7, list only by their item numbers and titles)			17. Machines, Equipment, Tools, etc, used regularly in performance of work  <b>Typewriter, stapler, scissor, computer and etc.</b>																	
18. Contact General Public Other Agencies Supervisors Management Others (specify)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> <tr> <td style="text-align: center;">x</td> <td></td> </tr> <tr> <td style="text-align: center;">x</td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">x</td> </tr> <tr> <td></td> <td style="text-align: center;">x</td> </tr> <tr> <td></td> <td></td> </tr> </table>	Occasional	Frequent	x		x			x		x			19. Working Condition Normal working condition Field work Field trips Exposed to varied weather Others (specify)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">x</td> </tr> <tr> <td></td> </tr> <tr> <td></td> </tr> <tr> <td></td> </tr> <tr> <td></td> </tr> </table>	x				
Occasional	Frequent																			
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x																				
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x																				
20. I certify that the above answers are accurate and complete  <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <u>Nov. 19, 2004</u>              Date           </div> <div style="text-align: center;">   <b>NORMA O. VILLAS</b>              Signature of Employee           </div> </div>																				
21. Describe briefly the general function of the Unit or Section  The Office of the Registrar is in-charge of student admission, scheduling of classes, issuance of grades and upkeep of students' records. It also coordinates and control activities involving student registration (validation of credentials and enrolment), transfer and graduation. It is primarily responsible for the maintenance and safekeeping of students' records.																				
22. Describe briefly the general function of the position.  <b>Clerical Work</b>																				
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 be filled for all positions other than teaching.)  <div style="display: flex; justify-content: space-between;"> <div> <b>Education:</b>  <b>Experience:</b> </div> <div>             Completion of 2 years studies in college              None           </div> </div>																				
23b. Licenses or certificates required to do this work, if any.  <b>Civil Service, Sub-Professional eligibility.</b>																				
24. I certify that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">             _____              Date           </div> <div style="text-align: center;">   <b>LINDA N. MARISCAL</b>  <b>Uni. Registrar</b>  <i>(Signature and Title of Immediate Supervisor)</i> </div> </div>																				
25. <b>APPROVED:</b>  <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">             _____              Date           </div> <div style="text-align: center;">   <b>PACIENCIA P. MILAN</b>  <b>President</b>              Head of Agency           </div> </div>																				