




REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <b>BORLEO MICHELLE ACOMPAÑADO</b> <small>(Family Name) (Given Name) (Middle Name)</small>	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  <b>Visayas State University</b>		3. BUREAU OR OFFICE  <b>VISAYAS STATE UNIVERSITY</b>	
4. DEPT./BRANCH/DIVISION  <b>CoE, VSU</b>		5. WORK STATION/PLACE OF WORK  <b>VISAYAS STATE UNIVERSITY</b>	
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  <b>Administrative Aide IV</b>		9. WORKING PROPOSED TITLE  <b>Administrative Aide IV</b>	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CLER GOVERNMENT UNIT AND UNIT'S CLASS MUNICIPALITY [    ]                      CITY [    ]                      PROVINCE [    ]  <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span>1st [    ]</span> <span>2nd [    ]</span> <span>3rd [    ]</span> <span>4th [    ]</span> <span>5th [    ]</span> <span>6th [    ]</span> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time	DUTIES		
30%	Prepares administrative documents of the College (Memorandum, notice of meetings, minutes of meetings, Annual reports, recommendation letters, etc.)		
30%	Prepares financial documents of the College (Annual PPMP, Purchase Request, RIS, Payrolls, Travel Documents, and Reimbursements)		
20%	Facilitates College-Wide Activities (Meetings, Seminar-Workshops, RDE In-House Review, CoE Week, & Party)		
15%	Records and files College of Engineering documents in accordance with the acceptable filing procedure.		
5%	Do other responsibilities related to the College program of work assigned by the College Dean.		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <p style="text-align: center;"><b>PROFESSOR</b></p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  <p style="text-align: center;"><b>PROFESSOR</b></p>																												
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.  <p style="text-align: center;"><b>Computer, calculator etc.</b></p>																													
18. CONTRACT  <table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Equipment</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>Other (Specify)</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>		Occasional	Equipment	General Public	[ ]	[ / ]	Other Agencies	[ / ]	[ ]	Supervisors	[ ]	[ / ]	Management	[ / ]	[ ]	Other (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>Others (Specify)</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>	Normal Working Condition	[ / ]	Field Work	[ ]	Field Trips	[ ]	Exposed to Varied Weather	[ ]	Others (Specify)	[ ]
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20. I CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"> <u>25 November 2016</u> Date         </div> <div style="width: 45%; text-align: center;">   <b>MICHELLE A. BORLEO</b> Signature of Employee         </div> </div>																													
21. Describe briefly the general function of the Unit or Section  <p style="text-align: center;"><b>To conduct research, instruction and extension.</b></p>																													
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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 position)  <p>Education: Bachelor of Science in Statistics</p> <p>Experience:</p>																													
23b. Licenses or certificates required to do this work, if any. Certificate of Eligibility  <p style="text-align: center;">CSC Eligibility</p>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"> <u>25 November 2016</u> Date         </div> <div style="width: 45%; text-align: center;">   <b>ROBERTO C. GUARTE</b> Signature and Title of Immediate Supervisor         </div> </div>																													
25. APPROVED:  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"> <hr style="width: 80%; margin: 0 auto;"/> Date         </div> <div style="width: 45%; text-align: center;">   <b>EDGARDO E. TULIN</b> Head of Agency         </div> </div>																													