

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

4. DEPT./BRANCH/DIVISION

WISO, University Student Services Office

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO.

1. NAME OF EMPLOYEE

TANY Christie Cyrene Tany

(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

LSU

5. WORK STATION/PLACE OF WORK

LSU

7a. SALARY P.A.: 9,144,712.00

7b. OTHER COMPENSATION: PERA/ACA P 2,000.00

8. OFFICIAL DESIGNATION OF POSITION

GUIDANCE COUNSELOR I

9. WORKING PROPOSED TITLE

Guidance Counselor I

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 [X]

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

20% ⇒ Renders Guidance and counseling services

20% ⇒ Conducts consultation/conference, with student leaders and organization members.

15% ⇒ Coordinates, supervises, monitors student organizations activities

10% ⇒ Monitors, checks and keeps monthly/semestral-end reports of organizations

5% ⇒ Signs and releases temporary and final clearance of students

10% ⇒ Evaluates and recommends for approval application for individual and organizational awards

10% ⇒ Evaluates and Recommends for approval application for recognition of student organization

10% ⇒ Recommends for approval advisers of student organization

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Dean of Students

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Guidance Coordinator
Vice Pres. for Academic Affairs

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles)

student leaders and campus advisers

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

computer

18. CONTACT

Occasional

Frequent

General Public

☐

☒

Other Agencies

☒

☐

Supervisors

☐

☒

Management

☐

☐

Others (Specify)

☐

☐

19. WORKING CONDITION

Normal Working Condition

☒

Field work

☐

Field Trips

☐

Exposed to Varied Weather

Other's (Specify)

☐

20. I CERTIFY that the above answers are accurate and complete.

Aug. 20, 2008

Date

Signature of Employee

21. Describe briefly the general function of the Unit or Section.

Coordinates Student Organizations and Activities

22. Describe briefly the general function of the position.

Render's Guidance and Counseling Services

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 relevant to the job.

Experience:

none required.

23b. Licenses or certificates required to do this work, if any.

CIVIL SERVICE ELIGIBILITY
Professional Licensure Exam for Guidance Counselor (RA 9258)

24. I HEREBY CERTIFY that the above answers are accurate and complete.

September 1, 2008

Date

Signature and Title of Immediate Supervisor

25. APPROVED

Date

JOSE L. BACIANO
Head of Agency