

PMS-OPES REFERENCE TABLE

General Administrative Functions

CODE	FUNCTIONS	OUTPUT	PERFORMANCE INDICATOR	Time required to accomplish the Output	POINTS	OPERATIONAL DEFINITION
A. Accounting Related						
GAF-001	To prepare disbursement voucher (DV) and Obligation Request (ObR) for payment of office supplies, equipment and other bills/expenses	DV and ObR prepared	per DV and OBR	30	0.500	Prepares DV and ObR for payment of office supplies, equipment and other bills
GAF-002	To record & countersign vouchers; indicate fund code & control number.	Dvs recorded & countersigned	per DVs	20	0.333	Checks fund code; countersigns voucher for signature of the Unit Head
GAF-003	To monitor and control unit budget allocation	Ledger Book of accounts updated	per entry/ expense obligation	2	0.033	Monitors and controls unit expenditures charged against unit budget allocation and request additional allocation if necessary
GAF-004	To prepare Obligation Slip (OS)/Petty Cash Voucher (PCV) for replenishment of petty cash expenses	Obligation slip/petty cash voucher prepared	per OS/PCV	5	0.083	Prepares OS/PCV, releases cash and updates petty cash book of the unit
GAF-005	To prepare special payrolls (i.e. laundry, etc.) and other papers	Payroll (Special) i.e. laundry prepared	per personnel	5	0.083	Prepares special payroll and other papers
GAF-006	To prepare and review payroll of night-shift differential	Payroll of night-shift differential prepared and reviewed	per personnel	10	0.167	Prepares and reviews payroll for night shift differential
GAF-007	To prepare Petty Cash Replenishment Report	Petty Cash Replenishment Report prepared	per PCV	2	0.033	Prepares Petty Cash Replenishment Report

GAF-008	To prepare Purchase Request (PR), Requisition Issue Slip (RIS), Stock Position Sheet (SPS), Letter Order (LO) and other attachments for request of medical and laboratory equipment	Purchase Request, Requisition Issue Slip, Purchase Order for request of supplies/ payment medical and laboratory equipment prepared	per item	15	0.250	Prepares PR, RIS, SPS, LOs, and other attachments
GAF-009	To prepare Purchase Request (PR), Requisition Issue Slip (RIS), Stock Position Sheet (SPS), Letter Order (LO) and other attachments for request of medical supplies/ drugs and medicines, chemicals and reagents	Purchase Request, Requisition Issue Slip, Purchase Order for request of supplies/ payment medical/ supplies/ drugs and medicines, chemicals and reagents prepared	per item	5	0.083	Prepares PR, RIS, SPS, LOs, and other attachments
GAF-010	To prepare Purchase Request (PR), Requisition Issue Slip (RIS), Stock Position Sheet (SPS), Letter Order (LO) and other attachments for request of office equipment	Purchase Request, Requisition Issue Slip, Purchase Order for request of supplies/ payment office equipment prepared	per item	10	0.167	Prepares PR, RIS, SPS, LOs, and other attachments
GAF-011	To prepare Purchase Request (PR), Requisition Issue Slip (RIS), Stock Position Sheet (SPS), Letter Order (LO), and other attachments for request of commonly use office supplies	Purchase Request, Requisition Issue Slip, Purchase Order for request of supplies/ payment prepared for office supplies	per item	1	0.017	Prepares PR, RIS, SPS, LOs, and other attachments
GAF-012	To prepare settlement of cash advances/ Summary of Expenses	Settlement of cash advances/ summary of expenses prepared	per receipt	2	0.033	Prepares settlement of cash advance report
GAF-013	To evaluate whether calls made are official or personal based on PLDT statement of account.	Telephone calls classified as official or non-official. Official calls paid by the University	per billing	20	0.333	From the PLDT statement of account, checks & list all calls from the office log book and separates official from personal calls to be attested by the Unit head

GAF-014	To reconcile unit's Trust Accounts (TA) with Accounting Office records	Trust Accounts of unit reconciled	per Trust account	15	0.250	Reconciles unit Trust Accounts with Accounting Office
B. Budget Related						
GAF-015	To compute for annual budgetary requirements for submission to the Budget Office	Annual Budgetary Requirements Estimated	per budget proposal per year	240	4.000	Determines needs of the unit; prepares budgetary requirements for review of head unit; finalizes and submits to the Budget Office
GAF-016	To prepare notices to the units on the updates of their fund allocations	Notices to the units on the updates of their fund allocations prepared	per notice made	5	0.083	Advises/prepares notices to units of their respective budget balance before deadline of funds obligation
C. Cash Related						
GAF-017	To record purchase to Cash Book	Cash Book updated	per receipt	2	0.033	Records purchases to Cash Book
GAF-018	To prepare Cash Disbursement Report	Cash Disbursement Report prepared	per receipt	2	0.033	Prepares Cash Disbursement Report
GAF-019	To monitor and summarize the income of the College Secretary Office(CSO) based on the issued receipts from the issuance of TCG and certificates	Income of the CSO accounted and summarized	Number of issued receipts	1	0.017	Accounts for the income of the CSO based on the issued receipts from the issuance of TCG and certificates
GAF-020	To sort and distribute payslips	Payslip sorted and distributed	per payslip	1	0.017	Sorts and distributes payslips
GAF-021	To prepare monthly report of collections	Report of collection monthly prepared	per report	30	0.500	Prepares monthly report of collection
D. Administrative Related						
GAF-022	To prepare and submit monthly accomplishment reports	Accomplishment reports monthly prepared and submitted	per report	120	2.000	Checks, consolidates, prepares and submits monthly report of unit; signs and submit to the concerned offices
GAF-023	To prepare agenda of meeting	Agenda of meetings prepared	per meeting	120	2.000	Encodes notice of meetings and disseminate the same to concerned parties
GAF-024	To post announcements on the bulletin board.	Announcements posted	per announcement	1	0.017	Posts announcements on the bulletin board
GAF-025	To prepare office Annual Accomplishment Report	Annual Accomplishment Report prepared	per report	1,140	19.000	Prepares Office Annual Accomplishment Report
GAF-026	To schedule the use of classrooms, conference rooms, lecture halls	Classrooms, conference rooms, lecture halls usage scheduled.	per schedule	2	0.033	Arranges the use of classrooms, conference rooms and lecture halls

GAF-027	To deliver official communications to University authorities/unit	Communication delivered	per travel per hour	60	1.000	Delivers official communications to concerned units
GAF-028	To receive and record incoming/outgoing communications/documents	Communications/documents recorded	per communication	2	0.033	Receives and records incoming/outgoing communications/documents
GAF-029	To prepare depreciation schedule of vehicle	Depreciation cost computed	per trip tickets	30	0.500	Collects copy of trip ticket for depreciation computation of projects.
GAF-030	To encode/prepare directory of public officials	Directory of public officials prepared.	per name	5	0.083	Researches the complete name, address and contact number of public officials
GAF-031	To print documents (using dot matrix)	Documents printed	per page	3	0.050	Prints documents using dot matrix
GAF-032	To print documents (using laser printer)	Documents printed	per page	2	0.033	Prints documents using laser printing
GAF-033	To scan documents.	Documents Scanned	per page	15	0.250	Scans documents
GAF-034	To screen and initial documents prior to unit heads/signature	Documents screened and initialed	per document	2	0.033	Screens and initials documents prior to Dean's actions/signature
GAF-035	To review and sort outgoing documents signed by the Head of Unit	Documents signed by the Head of Unit reviewed and sorted	per document	2	0.033	Reviews signed documents such as endorsements, requests
GAF-036	To attach bar code to DVs and encodes in database	DVs barcoded and encoded	per voucher	5	0.083	Attaches bar codes to Dvs and encodes the same to the database
GAF-037	To check emails and inform the faculty, students and alumni, of different activities/events of the center as well as opportunities and scholarships available for them.	Emailed messages/ announcements to concerned faculty, students and alumni downloaded and disseminated	per email message	5	0.083	Checks, Downloads/ Prints/Forwards email messages in the official email address and transmit such messages to all concerned/interested parties
GAF-038	To fax messages	Fax messages sent	per page	10	0.167	Sends messages through fax
GAF-039	To coordinate food and physical arrangement during unit's activities /seminars	Food requirement and physical arrangement during unit's activities/seminars coordinated	per activity	15	0.250	Orders food and checks proper distribution of food and arranges venue set-up (chairs & tables, and streamers, etc.)
GAF-040	To perform janitorial and utility work	Janitorial/utility work performed	per sq.m. floor area	10	0.167	Sorts, maintains orderliness office/storeroom
GAF-041	To draft letter of justification	Letter of justification made	per Letter	30	0.500	Drafts justification letter for review of the unit head
GAF-042	To draft request letter for activity and request for approval of budget requirements	Letter of request for activity and budget approved	per letter of request/ budget requirement	420	7.000	Drafts and finalizes letter of request and estimate budget; reviewed and signed by the head for approval of the Chancellor; with budget clearance
GAF-043	To prepare request to contract non-government worker(NGW)	Letter of request for NGWs is prepared	per request	15	0.250	Prepares letter of request for NGWs

GAF-044	To encode letter memo/ Admin Order/ responses. Etc	Letter/ Memo/ Admin Order/ responses encoded	per page	5	0.083	Encodes letter memo/admin Order/responses etc
GAF-045	To prepare summary list of office files.	Masterlist of office files prepared	per title/ file	60	1.000	Prepares masterlist of office files
GAF-046	To bring materials for binding (hard and soft bound) to the Bindery section	Materials brought to Bindery Section	per actual time of delivery	60	1.000	Brings materials to the bindery, waits for the request slip for payment proceed to cashier's office, gets the official receipt and submits to the RMO bindery and picks-up the finished materials
GAF-047	To stamp approval for posters, announcements	Materials for posting stamped w/ approval	per poster/ announcement	1	0.017	Stamps approved on posters and announcements
GAF-048	To schedule/ calendar/ remind meetings/ appointments	Meetings/ appointments scheduled/calendared	per meeting/ appointment	30	0.500	Schedules appointments and meetings and calendars the same; reminds the unit and other members
GAF-049	To prepare drafts memo/admin order/notice order or any office communication for review of the unit head	Memo/Admin Order/ notice order/office communication etc. prepared	per document	45	0.750	Prepares/drafts memo, notice order etc. for review of the unit head, finalize and print; let the dean sign; and then distributed to the person and or units/ departments concern
GAF-050	To prepare minutes of meeting	Minutes of meeting prepared	per hour of meeting	120	2.000	Transcribes, prepares draft and finalizes the minutes of meeting
GAF-051	To issue forms to faculty and staff	Office forms issued	per form	2	0.033	Issues forms to faculty and staff
GAF-052	To safely keep official records and documents	Official records and documents safely kept	per records	1	0.017	Safekeeps the custody of official records and documents
GAF-053	To photocopy official documents including collation and stapling of materials photocopied (instructional materials, minutes of the faculty meeting, announcements of different units, curricular proposals, list of graduates and other attachments	Official documents photocopied	per page	2	0.033	Photocopies, collates and staples official documents
GAF-054	To maintain faculty pigeonholes/ bulletin boards.	Pigeon holes/bulletin boards maintained	per pigeon hole/bulletin board	10	0.167	Maintains faculty pigeonholes/ bulletin boards
GAF-055	To prepare pouch transmittal slips for documents to be sent to other offices	Pouch transmittal slips transmitted to pertinent offices prepared	per pouch forwarded to pertinent offices	30	0.500	Photocopies and collates the requests; encodes the list in the transmittal slip; prints the transmittal; puts the requests including the transmittal slip inside the envelope; sends the documents through pouch/ courier.

GAF-056	To dispose documents according to rules	Record of disposition prepared	per report	3	0.050	Prepares record of disposition
GAF-057	To provide/ furnish data to borrowers and researchers	Records/data provided	Per request	30	0.500	Provides records needed by borrowers and researchers
GAF-058	To prepare referral slip for each document for approval and signature of the Head of Unit	Referral slip of each document (for approval and signature of unit head) prepared	per document	15	0.250	Prepares referral slip for each document (for signature of unit head)
GAF-059	To prepare monthly report of fuel consumption	Report of fuel consumption monthly prepared and submitted	per report	120	2.000	Summarizes and prepares monthly report of fuel consumption
GAF-060	To prepare monthly report of local official travels	Report of local travels monthly prepared and submitted	per report	120	2.000	Summarizes and prepares monthly report of local travels
GAF-061	To prepare required reports needed by concerned offices	Report required prepared	per report	240	4.000	Retrieves necessary data and information; prepares report; submits and forwards to concerned offices
GAF-062	To prepare schedule of person/ officer-in-charge for flag raising ceremony	Schedule of person/officer-in-charge for flag ceremony prepared	per schedule	5	0.083	Prepares schedule/officer-in-charge for flag ceremony
GAF-066	To drive passengers on official trip	Staff to destinations transported	pre request	60	1.000	Drives staff to destinations
GAF-063	To issue car stickers	Stickers issued	per sticker	5	0.083	Issues application form, checks submitted documents and vehicles, issues sticker/ prepares official receipt
GAF-064	To conduct simple studies on pertinent rules & regulations and other supporting documents	Studies prepared	per supporting document	60	1.000	Conducts research of pertinent rules & regulations and other supporting documents. Writes the draft report inclusive of revisions, if any.
GAF-065	To liaise/ link with other government agencies or private entities on official time.	Transaction made	per transactions made (1 hr of actual travel)	60	1.000	Transacts essential to the operations of the Unit are worked out with other agencies/units.
GAF-067	To process university clearance	University clearance processed	per university clearance	2	0.033	Verifies accountabilities of students/employees and signs the University clearance
GAF-068	To check the vehicle if in good running condition	Vehicle maintained	per vehicle	30	0.500	Checks the condition of the vehicle before and after each use

GAF-069	To prepare the venue for the seminar/workshop	Venue for the seminar/workshop prepared	per seminar/ workshop	480	8.000	Supervises in designated person in hangings tarpaulins, checking tables for registration, audio-visuals equipment, presidential tables and chairs, sees to the it that all materials are brought to the venue
E. Human Resources Related						
GAF-070	To file copies of approved appointments (additional assignments, BP & supporting documents)	Appointments (additional assignments; BP & supporting documents) filed	per document	5	0.083	Sorts and files appointments
GAF-071	To update/ record approved appointments (additional assignments, BP & supporting documents)	Appointments examined & recorded	per document	10	0.167	Records appointments
GAF-072	To prepare request for authority to fill-up vacant item	Authority to fill request prepared	per request	120	2.000	Prepares request including all attachments
GAF-073	To prepare Basic Paper of appointment for personnel	Basic Paper prepared	per Basic Paper	10	0.167	Accomplishes the basic paper with attached documentation
GAF-074	To prepare Contract of Services/Job orders	Contract of Services/job orders prepared	per contract of services/JO	10	0.167	Prepares contract of services/Job orders
GAF-075	To prepare and submit the consolidated record of attendance (CRA)/Monthly Report of attendance to HRDO	CRA/Monthly report of attendance prepared	per employee	2	0.033	Prepares and submits the consolidated record of attendance (CRA)/Monthly report of attendance to HRDO
GAF-076	To review the completeness of the required documents for attendance to seminars or trainings	Documents for seminars and trainings attendance requests reviewed	per document	10	0.167	Reviews the completeness of the required documents for attendance to seminars/trainings and processes for the unit head's signature and returns back to the unit
GAF-077	To sort and file DTRs and Certificates of Service	DTR and Certificate of Service sorted and filed	per DTR/ COS	1	0.017	Sorts and files DTRs and COS'
GAF-078	To check DTR of employees	DTR checked	per employee	30	0.500	Checks DTR of each staff, computes no. of tardiness/undertime and leave of absence
GAF-079	To sign/countersign/check DTRs/Bundy card of admin staff	DTRs/Bundy card of admin staff signed/ countersigned and checked	per staff	20	0.333	Makes preliminary screening/ signing/ countersigning of DTR's/ bundy cards of admin staff

GAF-080	To receive, check and record application for leave/monetization of leave credits by employees	Leave/ monetization application received/ checked/ recorded	per application	2	0.033	Reviews/checks, and records Application for Leave of employees who applies for Leave/monetization; forwards to Admin Officer for countersigning & to the Unit Head for signature; submits to HRDO; informs the applicants if they are not entitled or qualified for monetization
GAF-081	To sign/countersign application of leave/monetization purposes	Leave/monetization application signed/ countersigned	per application	3	0.050	Makes preliminary approval of application for leave/monetization
GAF-082	To prepare the matrix of faculty applicants/faculty for renewal for the Department and College EXECOM meetings	Matrix for deliberation in the Department and College EXECOM meetings prepared	per meeting	30	0.500	Encodes data needed for discussion in the Dept. and College EXECOM meetings; prints and photocopies for distribution to the members of the Department and college execom members.
GAF-083	To send notes to office concerned for the deficiencies in requirement for the appointment of personnel (Faculty, REPS and Administrative)	Notes sent to units office concerned.	per note	10	0.167	Sends notes to office concerned for the deficiencies in requirement for the appointment of personnel (Faculty, REPS and Administrative)
GAF-084	To check the notices of step increments (NOSI) of personnel who are entitled to the longevity pay (received from HRDO)	Notices of step increments (NOSI) to personnel who are entitled to the longevity pay (received from HRDO) Checked	per employee	5	0.083	Checks notice of step increment (NOSI) records or index; forwards to Unit Head for notation and sign
GAF-085	To prepare and submit Performance Rating	Performance Rating prepared and submitted	per staff	30	0.500	Evaluates and discusses performance rating with concerned staff and submits to HRDO
GAF-086	To prepare and submit Performance Target	Performance Target prepared and submitted	per staff	30	0.500	Prepares, reviews, discusses with concerned staff and submits to HRDO
GAF-087	To prepare data for the personnel audit	Personnel audit data and other requirements prepared	per report/ data	2,400	40.000	Prepares/ encodes the data for the personnel audit requirements (powerpoint); forwards to the unit head for review and checks on the accuracy then submits to HRDO, revisions included
GAF-088	To update the personnel record based on the latest salary increases, promotions and other pertinent information	Personnel Record updated	per staff	30	0.500	Updates personnel record
GAF-089	To record data of new personnel in individual staff index cards.	Personnel records created	per staff	30	0.500	Records data including appointment papers coming from the HRDO

GAF-090	To check and review attachment for retirement/ resignation application and supporting documents for submission to HRDO	Retirement/ resignation application and supporting documents checked, reviewed and submitted to HRDO	per application	20	0.333	Checks and reviews the completeness of all supporting documents for retirement and submitted to HRDO
GAF-091	To prepare summary list of PT or PR	Summary list of ratings prepared	per personnel	1	0.017	Prepares and submits summary list of PT or PR
GAF-092	To review the completeness of all supporting documents for the BPs (original appt) of newly hired personnel (faculty, REPS, adm.)	Supporting documents for original appointments completed	per document	60	1.000	Counterchecks completeness of required supporting documents against checklist for original appointment
GAF-093	To countersign documents for local travel/abroad/special detail/special assignments/travel report /staff participation to conference	Travel (Local/Abroad), special detail. special assignments and staff participation to conference countersigned	per staff	5	0.083	Makes preliminary approval for travel (local/abroad), special detail, special assignments and staff participation to conferences
GAF-094	To prepare travel papers (i.e. trader order, itinerary of travel)	Travel papers prepared	per travel paper	5	0.083	Prepares travel papers
F. Information/Public Affairs Related						
GAF-095	To do documentation of events	Events documented	per event	60	1.000	Documents events
GAF-096	To encode and prepare layout of gathered materials for publications and researches	Materials for publications and researches prepared and laid-out	per layout	60	1.000	Encodes and prepares layout of gathered materials for publications and researches
GAF-097	To write/ edit newbriefs and other articles	Newsbriefs/other articles edited	per newbrief/article	30	0.500	Edits newsbriefs/other articles
GAF-098	To scan, browse and cut newspaper articles for posting in the bulletin board weekly	Newspaper articles scanned	per 15 articles	30	0.500	Scans, browses and cuts newspaper articles for posting in the bulletin board weekly
GAF-099	To send prepared manuscript for internal and external review of submission to editors and referees	Peer-reviewed manuscript for possible publication prepared	per manuscript	1	0.017	Sends prepared manuscript for internal, then external review of submission to editors and referees
GAF-100	To prepare powerpoint presentation for various meetings	Powerpoint presentations prepared	per power point presentation	20	0.333	Secures GSIS vehicle insurance premium coverage and renewal of vehicle registration at LTO office
GAF-101	To update the website with its content and appearance	Website updated	Per update, per photo, per activity/ event	30	0.500	Updates website content and design regularly
G. Printing/Publication Related						
GAF-102	To mimeograph exams, questionnaires, academic forms, manuals, course outlines, syllabus, minutes of meetings, requisition forms, and other forms used by the office/ unit	Forms mimeographed	per page	1	0.017	Sets stencil paper in machine, put ink properly, assure that all pages have acceptable printouts

GAF-103	To compute payment of royalties to author/s of the publications for sale for whole year.	Payment of royalties to author/s of the publications for sale for whole year prepared.	per voucher	240	4.000	Computes the total royalty from sales of the publications, types to forms, initials by the head, then signature of the unit Head
H. Supply and Property Management Related						
GAF-104	To prepare and submit acknowledgment receipt of equipment (ARE)	ARE prepared and submitted	per item	2	0.033	Prepares and submits property acknowledgment receipts
GAF-105	To obtain canvass for office supplies and materials recommended for shopping and other mode of procurement by BAC	Canvass of office supplies and materials obtained	per request for quotation	120	2.000	Prepares, delivers and obtains request for quotations from various suppliers
GAF-106	To check/ inspect all classroom, offices, etc after evening classes	Classrooms checked/ inspected	per room	5	0.083	Checks/Inspects all classroom, offices, etc after evening classes
GAF-107	To secure vehicle clearance from Philippine National Police (PNP)/Traffic Management Group (TMG)	Clearance from PNP/TMG secured	per clearance	480	8.000	Secure vehicles clearance from PNP/TMG/others
GAF-108	To prepare Requests for Direct Contracting	Direct Contracting requests prepared	per request	30	0.500	Checks and attaches submitted documents from the supplier (Certificate of Authentication, Certificate of Exclusivity and Price Quotation); prepares the Request for Direct Contracting to be submitted to the BAC Secretariat
GAF-109	To prepare and record purchase order slip/gasoline withdrawal slip/trip ticket and price adjustments	Gasoline withdrawal report/price adjustments recorded	per withdrawal	5	0.083	Prepares and records PO/Gasoline withdrawal slip/trip ticket
GAF-110	To open and close building gates/offices	Gates/offices opened and closed	per gate/office	3	0.050	Opens and closes building gates/offices
GAF-111	To inspect, accept and label with Inventory Sticker the newly acquired furniture and equipment.	Inventory stickers affixed on new equipment & furniture inspected, accepted and labeled	per label	20	0.333	Inspects, accepts and affixes Inventory Sticker to the newly acquired furniture and equipment.

GAF-112	To prepare request for pre/post inspection of damaged or defective equipment of the office	Letter request for pre/post inspection prepared	per letter	5	0.083	Checks defective equipment for repair; prepares pre/post repair form; forwards the form to technical/property inspector; prepares request for replacement/condemnation of defective/beyond repair equipment
GAF-113	To report major repairs and defects	Major repairs and defects reported	per report	5	0.083	Reports major repairs and defects using the required forms
GAF-119	To repair minor trouble of vehicles and motorcycles	Minor trouble of vehicles/ motorcycles repaired	per vehicle	30	0.500	Repairs minor trouble of vehicles and motorcycles
GAF-114	To update stock cards of supplies and equipment	Office equipment and supplies monitored and maintained	per item	2	0.033	Checks availability of supplies and equipment, releases the item and update stock cards
GAF-115	To reconcile/prepare report of the physical count of property, plant and equipment	Physical count of PPE prepared and submitted	per item	3	0.050	Reconciles, summarizes and prepares report of physical count of property, plant and equipment
GAF-116	To review & check accuracy of PPMP before notation of the Unit Head	PPMP & fund source reviewed and checked	per PPMP	30	0.500	Checks and reviews PPMP for notation of the Dean.
GAF-117	To prepare Project Procurement Management Plan (PPMP)	PPMP prepared	per item	2	0.033	Determines the annual supplies and procurement needs of the unit
GAF-118	To check the accuracy of the entries in the Purchase Requisition (PRs) Requisition Issue Slip (/RIS)/Purchase Order (PO), the signatories & source of funds	Prs/RIS/POs entries checked.	per entry of PR/RIS/PO	2	0.033	Checks the accuracy of entries in PRs/RIS/POS for recommending approval of the appropriate authority
GAF-120	To prepare and submit weekly report of purchases and inspection	Report of purchases and inspection prepared and submitted	per item	2	0.033	Prepares and submits weekly report of purchases and inspections
GAF-121	To evaluate requests for repairs, construction and maintenance.	Request for repair processed and approved	per request	15	0.250	Evaluates requests for repairs, construction and maintenance.
GAF-117	To prepare Project Procurement Management Plan (PPMP)	PPMP prepared	per item	2	0.033	Determines the annual supplies and procurement needs of the unit
GAF-118	To check the accuracy of the entries in the Purchase Requisition (PRs) Requisition Issue Slip (/RIS)/Purchase Order (PO), the signatories & source of funds	Prs/RIS/POs entries checked.	per entry of PR/RIS/PO	2	0.033	Checks the accuracy of entries in PRs/RIS/POS for recommending approval of the appropriate authority

(GAF-119)	To repair minor trouble of vehicles and motorcycles	Minor trouble of vehicles/ motorcycles repaired	per vehicle	30.00	0.500	Repairs minor trouble of vehicles and motorcycles
GAF-120	To prepare and submit weekly report of purchases and inspection	Report of purchases and inspection prepared and submitted	per item	2	0.033	Prepares and submits weekly report of purchases and inspections
GAF-121	To evaluate requests for repairs, construction and maintenance.	Request for repair processed and approved	per request	15	0.250	Evaluates requests for repairs, construction and maintenance.
GAF-125	To process insurance of UP vehicles with GSIS	Vehicles insured with GSIS	per vehicle	480	8.000	Processes GSIS insurance of UP vehicles
GAF-126	To check the mechanical body / electrical system of the vehicle	Vehicle's mechanical body/electrical system checked	per vehicle	120	2.000	Checks the mechanical body / electrical system of the vehicle
GAF-128	To process accident report/ claim for GSIS insurance	Vehicular accident reported	per vehicular accident	480	8.000	Processes accident report/ claims to GSIS
GAF-129	To prepare waste materials report	Waste Materials report submitted	per item	1	0.017	Prepares waste material report
Student Related Functions						
SRF-001	To post abstracts for theses/ dissertation defense	Abstract of theses/ dissertation defense posted	per theses/ dissertation abstract	5	0.083	Posts abstracts of theses/dissertation which is a requirement for the scheduling of defense
SRF-002	To counter-check courses taken by students vis-à-vis their curriculum	Academic record of student verified	per student	10	0.167	Checks/ verifies if courses taken are prescribed in the curriculum and finally, if all courses prescribed in the curriculum have been taken and for which a graduating student had earned credit.
SRF-003	To determine residence/ academic status and classification of continuing students	Academic status updated and checked	per student	10	0.167	Checks/ computes student's status against number of units passed and percentage of failed subjects per semester
SRF-004	To file request for student assistants every semester and summer	Accomplished forms filed	per request	10	0.167	Accomplishes/ files request form for students assistants every semester/summer; processes for supervisor and dean's signature then forwards to OSA
SRF-005	To assist the University Student Council, College Councils, The Himati in participating/conducting university-wide activities.	Activity assisted	per activity	80.00	1.333	Assists various student groups in conducting/participating in the different university-wide activities :

SRF-006	To facilitate interaction among dormitory residents through social functions.	Activity conducted	per activity	60.00	1.000	Plans programs and activities; prepares the required activity design, objectives, purpose, methodology, strategies, schedule and budget estimates; Prints and posts announcement
SRF-007	To submit activity design for SBP to the chancellor	Activity design for SBP to the Chancellor submitted	per activity design	60.00	1.000	Prepares activity design and submits to the Office of the Chancellor
SRF-008	To develop and implement integrative and cooperative activities and projects for student development and community building	Activity for student development developed and implemented	per activity	30.00	0.500	Develops and implements projects for student development
SRF-009	To conduct actual evaluation of the courses taught by the faculty every end of the semester	Actual evaluation for courses taught by the faculty conducted	per actual evaluation for the courses taught by the faculty were conducted	20	0.333	Monitors faculty's schedule to conduct evaluation of courses and faculty
SRF-010	To check completeness of entries in the application form	Application documents checked	per application document	5	0.083	Ensures that application forms are complete and that applicants are pre-screened
SRF-011	To process, examine and evaluate application for admission	Application for admissions processed	per applicant	30	0.500	Checks/ examines admission requirements, as per checklist, which include: duly accomplished application form, payment of application fee, certified copies of diploma, official transcript of records, recommendation forms, TOEFL results, etc.
SRF-012	To process clearance of graduating students	Application for clearance of graduating students processed.	per clearance of graduating students	30	0.500	Checks records of students and facilitates signing of the clearance.
SRF-013	To process application for dropping	Application for dropping processed	per application for dropping	15	0.250	Verifies enrollment record of the student in the course to be dropped. Checks accomplished dropping form and encodes data in the database. Informs instructor concerned and the OUR of the approved dropping.
SRF-014	To prepare application for limited practice of profession	Application for limited practice of profession prepared	per application	20	0.333	Prepares application for limited practice of profession and verifies whether information provided in the application for engagement in limited private practice of profession conforms with the existing University rules & regulations on the limited practices of profession

SRF-015	To process application for readmission/extension of residency of delinquent students	Application for readmission of delinquent students processed	per application for readmission	45	0.750	Evaluates records of delinquent students. Prepares True copy of grades and summary of academic performance are prepared. Coordinates with unit concerned re processing of the reamission/extension of residency application. Records result of application for readmission/extension of residency.
SRF-016	To process application for shifting	Application for shifting processed	Per application for shifting	60	1.000	Checks and evaluates submitted application documents. Computes GWA, total number of units earned, and checks status of the student. Evaluates courses to be credited to the program being applied. Coordinates interview to be conducted by the Admission committee. Records approval of shifting and encodes courses credited in the new student record.
SRF-017	To record the approved application for overload permit	Applications of for overload permit recorded approved	per application for overload permit	1	0.017	Records the approved Overload permit of the student
SRF-018	To maintain records of the approved curricular proposals, memos pertaining to academic matters, and other relevant documents.	Approved curricular proposals recorded & filed; memos on academic matters & relevant documents filed	per record	15	0.250	Prepares folders with labels re: filing of curricular proposals, Update catalogue of academic program on the approved curricular proposals and keep a copy for record purposes.
SRF-019	To check attendance of graduates during the program proper	Attendance of graduates checked	per program	30	0.500	Checks attendance of graduates during the program proper
SRF-020	To prepare attrition data	Attrition data prepared	per entry	1	0.017	Generates data from the UPLOAD program and checks record on file relevant ' to the preparation of the attrition data such as no. of active of ' students, no. of new freshmen admitted, no. of transferees ' admitted, no. of shiftees admitted, no. of shiftees/transferees ' who moved out of CEAT, no. of LOA, no. of AWOL, no. of ' dismissed students and no. of graduates per semester '
SRF-021	To prepare certification of enrollment/ graduation	Certification of enrollment/ graduation prepared	per certification	3	0.050	Encodes and process certifications of enrollment and graduation
SRF-022	To prepare checklist of courses for registered students	Checklist for each student prepared	per student	1	0.017	Prepares and issues checklist of courses per curriculum/program of study to be filled up every semester
SRF-023	To collect class lists	Class lists from the teachers collected	per classlist collected	5	0.083	Collects of classlist from the teachers; reproduces copies; submits one copy to OUR

SRF-024	To prepare schedule of classes	Class schedule of courses offered handled by faculty per semester term prepared	per faculty	30	0.500	Ensures that class schedules per faculty have no conflict
SRF-025	To prepare class schedule of faculty and encodes the same in the CRS.	Class Schedule prepared	per faculty	20	0.333	Sets schedule of class and encodes the same in CRS form.
SRF-026	To prepare classroom assignments	Classroom assignments prepared	per subject/class with assigned classroom	3	0.050	Prepares classroom assignment and ensures no classroom assignment conflict
SRF-027	To check and sign College Clearance applications	College Clearance applications signed	per clearance signed	5	0.083	Counterchecks if the applicant has deficiencies; signs the College Clearance if the applicant has no deficiencies
SRF-028	To process application for accreditation/recognition papers of College-based student organizations	College-based student organizations accredited/recognized	per application	20	0.333	Checks requirements as per checklist and submits documents to approving officer
SRF-029	To key-input completion and removal grades	Completion and removal grades in the database encoded	per completion and removal grades	2	0.033	Updates completion and removal grades in the database system; releases copies for distribution
SRF-030	To check course enrollment	Course enrollment checked	per course	30	0.500	Accounts all students enrolled in all courses offered by the college through the class list submitted by the different departments and the generated registration data.
SRF-031	To gather and encode data for the actual course offerings	Course offering data gathered and encoded	per course offering	5	0.083	Gathers and encodes data needed for the actual course offerings; counter-checks data from the faculty service records; prints and forwards to the Chair for review; makes the necessary corrections made by the chair; prints and forwards the revised forms to the Chair, College Secretary and Dean for signature; forwards to the Registrar's Office
SRF-032	To request course outlines for exchange students	Course Outlines from different colleges concerned requested.	per request	30	0.500	Makes a request for a course outline of the courses of exchange students
SRF-033	To collate the course outline, hand-outs and examinations	Course outlines, handouts and examinations collated	per course outline, hand-outs and examinations	5	0.083	Collates the course outline, hand-outs and examinations
SRF-034	To assess/ evaluate/ review credit units of research workload of faculty and Reps in conducted research	Credit units of workload received from CA units reviewed and checked	per staff	15	0.250	Reviews the credit units and checked all requirements attached
SRF-035	To prepare curricular revision, checklist and brochures of the department	Curricula revised	per revision	20	0.333	Encodes circular revision, checklist and brochures of the department.
SRF-036	To plot student curriculum	Curriculum evaluated and plotted	per student	30	0.500	Plots and evaluates student curriculum based on elected major field/major elective and GE courses.

SRF-037	To check processed registration form (Dean's Copy) vis a vis change of matriculation form (if any)	Dean's copy of registration form checked	per registration form	10	0.167	Records courses added/cancelled/revised as indicated in the form 26.
SRF-038	To check documents required for the field trip (regular class).	Documents checked	per class/ field trip	15	0.250	Counterchecks the completeness of required supporting documents (waivers, insurances) against the list of students who will join the field trip; forward to the Division Head and Chair for signature; forward to the College Secretary's Office.
SRF-039	To monitor individual resident's conduct and assess over-all behavior of dormitory occupants	Dormitory residents' behavior monitored and evaluated	per resident	5	0.083	Checks the permits submitted, log book of offenses and incident reports, attendance sheets of activities and records offenses thereof.
SRF-040	To conduct entrance examination	Entrance examination conducted	per 1 hr of exam	60	1.000	Conducts/administers entrance exam
SRF-041	To check entries of requests for research load credits	Entries for research load credits checked	per request	5	0.083	Checks entries of requests for research load credits
SRF-042	To accomplish entries on the UP Faculty Profile (Form No. 03 of the Vice President for Planning & Finance)	Entries on the UP Faculty Profile (Form No. 03 of the Vice President for Planning & Finance) accomplished	per faculty	5	0.083	Encodes names of faculty under the department, their rank, tenure, salary grade, BS, MS, PhD degree title, faculty classification, faculty teaching load
SRF-043	To issue excuse slips form and to keep files of approved excuse slip	Excuse slips forms filed approved	per excuse slip	1	0.017	Issues excuse slip form to students for valid reasons (e.g. medical certificate, death certificate, official trips/functions, etc.); indicate the validity of the absences and the date when the form was issued and countersigned for the signature of the College Secretary.
SRF-044	To gather data for the preparation of faculty workload	Faculty Data gathered	per faculty	10	0.167	Gathers data for the preparation of faculty workload every semester
SRF-045	To prepare/ update faculty list	Faculty List prepared/updated	per faculty list	30	0.500	Encodes/updates faculty present set-up or faculty roster needed for the request to fill up faculty vacant item; prints for file and attachment
SRF-046	To consolidate faculty profile report submitted by different units and the College secretary	Faculty profile report consolidated	per consolidated report	30	0.500	Consolidates faculty profile report submitted by different units and the College secretary
SRF-047	To prepare/ compute faculty staffing base level of the college	Faculty staffing base level prepared	per report	60	1.000	Prepares/computes faculty staffing base level of the college to determine number of faculty needed for the college; prints and provides copy to the dean
SRF-048	To compute faculty teaching overload	Faculty Teaching overload computed	per faculty	15	0.250	Computes faculty teaching overload

SRF-049	To identify faculty who will serve as tutors	Faculty tutors identified	per faculty tutors identified	5	0.083	Prepares letter request to department chairs re faculty tutors; does follow-up; talks to identified faculty tutors
SRF-050	To double check final grades	Final Grades double checked	per class	5	0.083	Counterchecks of final from database against gradesheets
SRF-051	To process form 26 (change of matriculation form)	Form 26 or Change in Matriculation form processed	per form 26 (change matriculation)	10	0.167	Checks courses to be added/cancelled/revised as to compliance of pre-requisites, correctness of section and course title and number and the validity of the revision, i.e. dully signed by the assigned instructor for the course.
SRF-052	To check and encode Form 5 and Form 26 of students	Form 5s and Form 26s of registered students checked and encoded	Per Form 5/Form 26	5	0.083	Checks & incorporate changes in Form 26 to computerized form 5 and encodes in the database program and sorts alphabetically
SRF-053	To file request for student assistants every semester and summer.	Forms for request to students assistants filed-up	per request	15	0.250	Accomplish/file request form for students assistants every semester/summer; process for supervisor and dean's signature then forwards to OSA.
SRF-054	To check the accuracy and completeness of units/entries in the Faculty Service Record and print/submit to the College Secretary's Office	FSR entries checked and submitted	per Faculty Service Record	30	0.500	Checks the accuracy and completeness of all the entries in the Faculty Service Records of each faculty members; it must tally with the actual courses handled/taught by each faculty and verify the correct units assigned to each administrative, research, extension, study load and other units entitled to each faculty member. Prints final copies; signs by each faculty members and chair; submits to the College Secretary's Office
SRF-055	To follow-up and collect corrected FSR for final copy	FSRs followed-up and collected	per faculty	10	0.167	Follows-up and collects corrected FSR for revisions and for final copy
SRF-056	To evaluate entrance credentials of graduate students	Graduate student entrance credentials evaluated	per student	5	0.083	Evaluates entrance credentials of graduate students
SRF-057	To record and update the GE plan of coursework of students	GE plan of course work of students updated and recorded	Per student	5	0.083	Issues GE plan of coursework form to freshmen; advises the students on how to fill-up the form ; checks for signature of the College Sec (ADM); encodes the chosen GE course including any changes thereafter

SRF-058	To process application for GE and Major Plan of Study, revision of GE/Major Plan of Study	GE/ Major Plan of Study & application for revisions for approval and updated students' records in the database system reviewed	per application	15	0.250	Verifies and checks standing and qualification to apply for revision/compliance with required units of GE per domain and checking of required courses as per major field; checks compliance with valid reasons
SRF-059	To issue completion and removal permit	Grade of 4.0/INC and issued permit for approval checked	per completion and removal permit	5	0.083	Checks grade of 4.0/INC as to semester taken; issues permit for instructor's consent; permit is reviewed and gradesheet is issued after the permit has been approved; for special removal, payment slip is issued for presentation to Cash Division
SRF-060	To receive, distribute and submit grade sheets.	Grade sheets received, distributed and returned	per grade sheet	10	0.167	Receiving, distributing, and returning of Gradesheets to CAS
SRF-061	To distribute graduation materials to graduates during the practice & graduation proper	Graduation materials distributed	per student	10	0.167	Distributes materials to graduates during the practice & graduation proper
SRF-062	To compute the GWA of graduates and candidates for graduation	GWA computed	per student	30	0.500	Computes GWA of candidates for graduation to be used as basis for class ranking
SRF-063	To conduct interviews with students' application for admission, shifting, transfer, appeal for readmission and extension of residency	Interview conducted; recommendation on the application made	Per student	10	0.167	Interviews students applying for admission, shifting, transfer, readmission and extension of residency
SRF-064	To set schedule for interview/evaluation of waitlist applicants.	Interview/evaluation of waitlist applicants scheduled	per scheduled interview	3	0.050	Informs the CEAT Admissions Committee on the date of the scheduled interview of the applicants ; routes the list of applicants to the Dean (ADM)
SRF-065	To update jackets/ folders of students	Jackets/ folders of continuing students updated	per student	5	0.083	Updates jackets/records of continuing students (filing of enrollment form every semester and other relevant documents pertaining to the student)
SRF-066	To prepare final list of candidates for graduation	List of candidates for graduation prepared.	per list of candidates for graduation	180	3.000	Verifies and evaluates requirements for graduation. Prepares and submits list of candidates for graduation.
SRF-067	To update advisers-advisees reassignment	List of faculty's advisees updated	per advisee updated	3	0.050	Coordinates with the instruction committee for well distribution of advisees
SRF-068	To prepare list of nominees to different honor societies & awarding bodies; list of scholars to be recognized during Recognition Day	List of nominees prepared	per nominee	5	0.083	Counterchecks GWA of concerned students and conformity on rules for qualification; calls the attention of the students for instruction; coordinates w/ the awarding bodies/submits nomination

SRF-069	To check the status of the students with pending SDT cases	List of students with SDT cases checked	per student	30	0.500	Checks the scholastic status of the students if dismissed or AWOL; if graduating; and if the case is served or not. Forwards the list to the College Secretary for signature and then to unit concerned
SRF-070	To prepare list of College and University scholars, students under probation and delinquent students	List of US and CS, and students under probation and delinquent status prepared	per list	30	0.500	Generates data on the academic status of students; prepares list of US, CS, students under probation and students w/ dismissed and PD status
SRF-071	To prepare name tags	Name tags prepared	per name tag	5	0.083	Prepares name tags
SRF-072	To conduct Opening Program to incoming freshmen	Opening program conducted	per activity	480	8.000	Prepares activity design, invitation letter to guest speaker, program and invitation, venue, tokens and certificates; conducts opening program; evaluates the program
SRF-073	To issue Official Receipt to clients/customers.	OR issued	per OR	10	0.167	Checks bill for services rendered or statement of account before encoding/printing OR. Amount in OR should tally with bill/SOA.
SRF-074	To conduct an Orientation on Students' Rights, Rules and Discipline and Anti-Hazing	Orientation on Student Rights, Rules and Discipline & Anti Hazing conducted	per one (1) orientation	60	1.000	Conducts an orientation to all student organizations heads and/or representatives;
SRF-075	To process weekend/overnight permit	Permit processed	per permit	10	0.167	Assists participants in processing weekend/overnight permits. Provides logbook at the guard's desk
SRF-076	To review pre-requisites of subjects registered	Pre-requisites of subjects enrolled examined	per subject	2	0.033	Examines pre-requisites of subjects enrolled against subjects passed, number of majors taken, student's classification and submission of COI
SRF-077	To update checklist of report of grades of students	Record of courses taken and grades obtained updated	per report of grade	1	0.017	Courses taken and corresponding grade obtained recorded in the checklist every end of the semester
SRF-078	To check registration form (form 5)	Registration forms checked	per registration form (form 5)	10	0.167	Evaluates status of students from previous semester to determine eligibility for enrollment. Checks courses to be registered to determine if pre-requisite/s are met.
SRF-079	To process requests for true copy of grades (TCG) and certifications	Request for TCG and certifications processed	per request for TCG and certifications	20	0.333	Verifies and evaluates student's records. Prepares, checks and issues TCG and certification.
SRF-080	To process requests for transfer	Request for transfer processed; Permit to Transfer issued	per request for transfer	60	1.000	Verifies student's certificate of admission from the accepting college/school. Records data on transfer and date of student's clearance Prepares transfer permit.

SRF-081	To prepare schedule of qualifying, comprehensive and oral examinations of students	Schedule of examinations prepared	per schedule	10	0.167	Prepares schedule of qualifying, comprehensive and oral examinations of students
SRF-082	To conduct faculty evaluation	SET conducted	per class	20	0.333	Explains how to answer SET, distributed and collected evaluation sheets
SRF-083	To check the completeness of entries of courses/faculty being evaluated.	SET entries checked	per SET form	2	0.033	Check the accomplished evaluation forms by completing the data needed which the students failed to fill up and correcting the errors committed by the students in filling up the information needed.
SRF-084	To prepare accomplished SET forms for teachers	SET forms for accomplished	per student evaluationform/class	5	0.083	Checks every bundles if properly labeled and grouped before submission
SRF-085	To prepare summary of SET scores.	SET scores summarized	per faculty	5	0.083	Summarizes and tabulates SET scores per faculty
SRF-086	To distribute snacks for graduates and family members, guests and faculty	Snacks distributed	per guest	3	0.050	Distributes snacks for graduates and family members, guests and faculty
SRF-087	To identify and refer students for counseling services	Student for counseling services identified and referred	per student	15	0.250	Identifies delinquent students, arranges meeting with the committee and the students
SRF-088	To evaluate student activities conducted and identify recipients of university award/s	Student activities evaluated	per organization	30	0.500	Evaluates student activities and recommends recipients of university award/s
SRF-089	To compute student contact hours (laboratory) of faculty both undergraduate and graduate subjects	Student contact hours in laboratory subjects computed	per faculty	20	0.333	Counts the total student contact hours per week in laboratory subjects
SRF-090	To record the deficiencies (property or disciplinary) of student	Student deficiencies recorded.	Per student	1	0.017	Records the deficiencies of students to UPLOAD program based on the data provided by OSA, library and other academic units
SRF-091	To check the deficiencies of the student prior to approval of the clearance at CSO and to record the approved College and University clearances of students	Student deficiencies and records checked	per student	1	0.017	Checks records of requesting students and issues clearances
SRF-092	To counter-check the Registrar's printout of grades in a given semester with the final grades sheets on file	Student grades based on the Registrar's printout and that of the grade sheets filed at the CSO checked/ compared.	per page of grade sheet	15	0.250	Crosschecks the Registrar's printout of grades with the grade sheets on file
SRF-093	To archive student jackets of newly graduated students; students who left college; students on dismissed/PD, LOA/AWOL, MRR status	Student jackets of newly graduated students/students who left college archived	per student jacket archived	10	0.167	Retrieves student jackets from cabinets; stamping of date of graduation, labeling of jackets and files for safekeeping

SRF-094	To process the accreditation/ recognition papers of College-based student organizations	Student Organizations' accreditation processed	per applicant	20	0.333	Processes the accreditation/ recognition papers of College-based organizations
SRF-095	To update Student Profile.	Student profile updated	per student	20	0.333	Student profiles are updated by checking / editing the following info: payment status, correction of subjects enlisted online, scholarship payment, schedule of fees, list of deficiencies, list of accountabilities for clearance purposes.
SRF-096	To give update on the status of the students at the middle and end of the semester	Students academic status updated	Per student	10	0.167	Processes the data on the academic status of the student based on entered grades in the UPLOAD program (i.e. computes the percentage of earned units over the total no. of enrolled units; makes a query on the UPLOAD program on students with academic status of probation, dismissed and PD and transferred to EXCEL program and prints the report & counterchecks the printout w/ UPLOAD ; sets a "warning" on the program if the student is not eligible for enrolment for the next term; double checks if the student is allowed readmission; checks waiver; and advises students with academic delinquency on what to do next.
SRF-097	To inform the students and instructors concerned about the SDT case of the student and to keep a record of the cases	Students and instructors notified	per student/ instructor	12	0.200	Receives SDT notices from Office of Student Affairs; prepares and send notices to instructors of concerned student; make entry on SDT case in the student jacket/file
SRF-098	To process student's application for leave of absence (LOA)	Student's Application for LOA processed	per student application for LOA	30	0.500	Checks records of the student prior to issuance of LOA form. Verifies and checks data indicated in the LOA form. Encodes data in the database and informs instructor/concerned of the student's leave.

SRF-099	To record the approved Student's application of Leave of Absence (LOA) and to inform the instructors concerned about the approved LOA of the student	Student's Application of LOA recorded once approved; and instructors concerned informed	per student	1	0.017	Checks the academic status of the student who wishes to file an LOA and indicates on his letter such information prior to evaluation of the College Secretary. Upon approval, issues LOA form to be accomplished by the student. Checks and countersigns LOA form before the signing of the College Secretary. Prepares notices to instructors that the student is on approved leave.
SRF-100	To file student's records (UP Form No. 10)	Students records filed	per 10 students records	15	0.250	Files records alphabetically
SRF-101	To evaluate Students (graduate) records	Students records evaluated	per student	20	0.333	Evaluates students records (undergraduate, graduating and graduate)
SRF-102	To prepare/retrieve the teaching aid materials use in the lecture/lab classes.	Teaching aid materials needed by the faculty member prepared/retrieved	per material	3	0.050	Prepares the teaching materials to be used by the faculty before the class started and retrieves the materials after the class.
SRF-103	To assist in the computation of teaching load	Teaching load computed	per faculty	30	0.500	Assists in the computation of teaching load of ADSC teaching staff.
SRF-104	To receive and issue student requests for TOR, certifications, students clearance Diploma	TOR, certifications, students clearance, diploma received and issued	per TOR, certifications, students clearance Diploma	60	1.000	Encodes TOR, certifications, students clearance, diploma
Computer Related Functions						
CIF-001	To protect the computers from virus infection by regularly upgrading antivirus programs	Antivirus programs updated	Per computer	60	1.000	Assures that computer desktop is free from virus infection by regular scanning and checking computer peripherals in the room
CIF-002	To burn CDs	CDs burned	per CD	10	0.167	Burns CDs
CIF-003	To manage the operation of the computer laboratory and assists students in data control, computer errors, and outputs	Computer lab needs attended	per class	90	1.500	Stays during computer laboratory classes to attend to students' needs such as data control, computer problems, computer output, etc.
CIF-004	To repair computer sets (and peripherals) with major problems	Computer problems repaired	Per computer	960	16.000	Checks if the computers are infected with virus, operates the computer to identify problems and opens the computers to help trouble shoot the problems
CIF-005	To repair computer sets (and peripherals) with minor problems	Computer problems repaired	Per computers serviced	240	4.000	Checks if the computers are infected with virus, operates the computer to identify problems and opens the computers to help trouble shoot the problems

CIF-006	To convert computer system from Windows platform into Linux OS and application programs.	Computer system from windows platform into Linux installed with Linux OS and application programs converted	per computer	90	1.500	Formats the hard disk drive and installs the Operating System (OS) and application program.
CIF-007	To troubleshoot computer/ LAN related problems	Computer/ LAN related problems troubleshooted	per request	60	1.000	Checks computers and their LAN connectivity; checks and addresses minor problems
CIF-008	To make recommendation and specification of computer/ network and electronic equipment for purchase.	Computer/ network and electronic equipment for purchase are listed, specified and recommended	per list of specification	30	0.500	List specification of equipment suited for the needs of the College. Research in the Internet for new equipment and specification.
CIF-009	To receive computers for check-up	Computers for initial check-up received	Per computer received	5	0.083	Checks the personal computers of the college and laptops of the faculty perceived to have problems, interviews the end-users, take notes of the important information and labels the computers for reference
CIF-010	To format and install operating systems and drivers in the computer	computers and operating systems and drivers formatted and computed	Per computer serviced	90	1.500	Reformats and installs programs to computers heavily infected with virus and with programs malfunctioning
CIF-011	To upgrade computer's hardware and software.	Computer's hardware and software upgraded	per computer with upgraded hardware and software	90	1.500	For hardware: Disassembles the unit, Uninstalling the old hardware and installing the new upgrade part. For software: reformats /partitions the hard drive then installing the OS and application programs.
CIF-012	To reformat computer in Lecture Room	Computers in Lecture Room 1 reformatted	per computer	90	1.500	Looks for time available in Lecture Room 1 before reformatting is done and ensures that sufficient time is allotted before the class start
CIF-013	To prepare/ set-up computer classroom	Computers set-up and readied for use	per computer	1	0.017	Checks and prepares computers, ready for use of students in computer laboratory classes
CIF-014	To create data entry programs and to process the data for faculty research projects using statistical software packages.	Data Entry Programs/Codebook created	per codebook/ data entry program	1,440	24.000	Creates codebook/ data entry programs and processes the data for faculty research projects using statistical software packages.

CIF-015	To prepare database structure preferably MS Access for use of the Dean's Office personnel Service Section and Supply and Property Section	Database structure preferably MS Access prepared	per database file	60	1.000	Prepares database structure preferably MS Access for use of the Dean's Office personnel Service Section and Supply and Property Section
CIF-016	To maintain and update records of academic fellowships, study leaves, trainings, etc. in electronic database.	Electronic databases on academic fellowships, study leaves, trainings etc. stored, maintained and updated	per entries encoded in the database	30	0.500	Maintains data bases of encoded information.
CIF-017	To store, maintain, and update an electronic copy of the Personal Data Sheet of academic and administrative staff	Electronic copy of the PDS of faculty & staff stored & maintained and recorded	per staff	10	0.167	Encodes new informations in the PDS of faculty & administrative personnel under the department
CIF-018	To store, maintain, and update an electronic copy of Statements of Assets and Liabilities of staff	Electronic copy of the Statements of Assets and Liabilities stored & maintained and reflect new changes/modifications updated	per Statements of Assets and Liabilities stored, maintained and updated	10	0.167	Stores, maintains and updates the electronic file of Statements of Assets and Liabilities of Staff
CIF-019	To archive electronic information packets.	Electronic information packets (published / unpublished) archived	per Electronic information package archived in computer / compact disc	60	1.000	Furnishes a copy of UPMin-generated news (in electronic form) to Information Office computer archive.
CIF-020	To back-up all the necessary files before formatting the hard drives	Files backed-up	per computer	30	0.500	Copies necessary files in compact discs
CIF-021	To issue form for request for computer assistance and schedules request on first-come-first-serve basis	Forms for request for computer assistance issued	per request	2	0.033	Issues form for request for computer assistance and schedules request on first-come-first-serve basis
CIF-022	To check if the hard drive is functioning properly.	Hard drive if properly functioning checked	Per hard drive checked	10	0.167	Operates the computer and checks if the programs installed are working
CIF-023	To back-up all the necessary files before formatting the hard drives prior computer repair	Hard drives backed-up.	per hour of formatting	60	1.000	Copies necessary files in compact discs
CIF-024	To serve as enlistor during registration	List of students enrolled	Per student	3	0.050	Enlists students during the registration period
CIF-025	To repair malfunctioning wireless fidelity of computer assigned in Lecture Room	Malfunctioning wireless fidelity of computer in Lecture Room repaired	Frequency of repairing wireless fidelity	45	0.750	Checks the fitting of the antenna, checks the configuration and reconfigures if needed
CIF-026	To manage the operation of the computer laboratory and assists students in data control, computer errors and outputs	Operation of the computer laboratory managed and students in data control, computer errors and outputs assisted	per class	90	1.500	Manages the operation of the computer laboratory and assists students in data control, computer errors, and outputs
CIF-027	To install programs in the computer	Programs installed	per program	30	0.500	Installs programs in the computer

CIF-028	To process requests for repair of computers and printers	Request for equipment repair processed	per request	15	0.250	Get details from staff. Request property custodian to bring equipment to unit concerned, follow-up until its delivery office
CIF-029	To monitor the use of computers in the IT laboratory	Use of computers in the IT laboratory monitored	per class	90	1.500	Monitors the use of computers in the IT laboratory
Laboratory Related Functions						
LAF-001	To perform laboratory analysis (per hr of actual analysis performed)	Analysis performed	per analysis performed	60	1.000	Performs simple analysis (total soluble solids, total titratable acidity and moisture content)
LAF-002	To inoculate bacterial/ fungal/etc. cultures	Bacterial and fungal cultures inoculated	per media inoculation	60	1.000	Inoculates stock cultures, picks isolated colony and does biochemical tests.
LAF-003	To inspect and refill reagent bottles	Bottle inspected and refilled	per reagent bottle	10	0.167	Monitors the content of the reagent bottle including its contamination, refills content of the reagent bottle, replaces contaminated reagents, if needed
LAF-004	To wash, rinse, and label bottles/ glasswares	Bottles/glasswares washed, rinsed, and labelled	per carton	40	0.667	Washes, Rinses, and labels bottles/glasswares
LAF-005	To perform canning of processed foods	Canned foods processed	per canning process	60	1.000	Cans processed food for preservation
LAF-006	To dispose chemical wastes, hazardous and toxic wastes	Chemical wastes, toxic and hazardous wastes disposed	per 1-3L of wastes disposed	60	1.000	Disposes wastes including coordination with concerned agencies for proper disposal
LAF-007	To be present to assist in running consumer test of food products (per hr of actual time)	Consumer testing conducted	per consumer test	60	1.000	Facilitates consumer testing of food products
LAF-008	To collect data in field experiments (per hr of actual time)	Data collected	per field experiment	60	1.000	Collects data from field experiments
LAF-009	To conduct demonstrations relating to processing and laboratory techniques to trainees and students (per hr of actual demo)	Demonstration conducted	per demonstration	60	1.000	Demonstrates processing and laboratory techniques to trainees and students
LAF-010	To collect garbage and waste	Garbage/wastes collected	Per room	10	0.167	Collects garbage and wastes from the different rooms/laboratories
LAF-011	To gather initial data needed for the lab exercises (per hr of actual data gathering).	Initial data needed for the lab exercises gathered	per lab exercise	60	1.000	Gathers initial data needed for the lab exercises.
LAF-012	To perform inventory of media, glasswares, chemicals and equipment	Inventory report prepared	per report	60	1.000	Checks availability of laboratory materials; prepares report; purchases if necessary.
LAF-013	To clean laboratories	Laboratories cleaned	per laboratory	30	0.500	Cleans and puts test equipment and instruments in order
LAF-014	To be present to provide assistance in the conduct of laboratory classes (per hr of actual time)	Laboratory classes assisted	per hour of laboratory class	60	1.000	Provides assistance to faculty and students during the conduct of laboratory classes

LAF-015	To operate laboratory equipment and instruments (per hr of actual use)	Laboratory equipment and instruments operated	per batch of laboratory equipment and instruments used	60	1.000	Operates laboratory equipment and instruments
LAF-016	To decontaminate/sterilize/autoclave laboratory glasswares and other materials	Laboratory glasswares and other materials decontaminated/sterilized/autoclaved	per decontamination/sterilization/autoclave process	90	1.500	Glasswares and other materials decontaminated/sterilized/autoclaved
LAF-017	To issue laboratory instrument	Laboratory instruments issued	per request	15	0.250	Issues laboratory equipment to students who will perform laboratory exercises for the period
LAF-018	To lay out plots	Lay-out finished	per lay-out	60	1.000	Maintains the demo area for student and visitors
LAF-019	To facilitate use of laboratories / lecture halls by opening them before the start of classes	Lecture halls and computer laboratories opened for use	Per lecture hall / computer laboratory	15	0.250	Facilitates use of needed laboratories and lecture halls
LAF-020	To prepare logistics prior to the conduct of experiments	Logistics prior to the conduct of experiment by faculty and students prepared	per experiment	30	0.500	Prepares materials, supplies, electrical connections and other support needed in the conduct of an experiment
LAF-021	To conduct performance tests and evaluation of machines, laboratory instruments and apparatus (per hr of actual time)	Machines, laboratory instruments and apparatus tested and evaluated	per machine, laboratory instruments and apparatus	60	1.000	Conducts performance tests and evaluation of defective machines, laboratory instruments and apparatus
LAF-022	To develop microfilming negatives	Microfilm negatives developed	per roll of microfilm material	60	1.000	Develops microfilming negatives
LAF-023	To clean microscopes	Microscope cleaned	per microscope	60	1.000	Cleans and maintains microscopes
LAF-024	To determine moisture	Moisture determination done	per determination moisture	480	8.000	Determines moisture by measuring panicle length
LAF-025	To check / correct negative films	Negative films checked / corrected	per roll of negative film	120	2.000	Checks / corrects negative films
LAF-026	To sort resistors according to their value	Resistors sorted	per sorted resistor	1	0.017	Sorts resistors according to their value
LAF-027	To process rock samples by cutting/ thinning/ powdering of rocks, etc	Rock samples processed	per rock sample	60	1.000	Processes rock samples by cutting/ thinning/ powdering of rocks, etc
LAF-028	To mount microscope slides with tissues	Slide mounted	per slide	20	0.333	Mounts and covers microscope slides with cover glass for histopathological techniques.
LAF-029	To stain microscope slides	Slides stained	per slide	15	0.250	Stains slides with cover slips
LAF-030	To tally species in field classes	Species tallied	per specie	60	1.000	Species tallied submitted to concerned professor for scoring
LAF-031	To prepare stains for laboratory class and thesis students (undergraduate and graduate)	Stains for laboratory class and thesis students (undergraduate and graduate) prepared	per stain / per class ?	60	1.000	Stains prepared by weighing, dissolving and heat depends upon the required temperature
LAF-032	To conduct Students Assessment of Teaching Performance	Students Assessment of Teaching Performance conducted	per assessment	15	0.250	Conducts Students Assessment of Teaching Performance

LAF-033	To calibrate test instruments	Test instruments calibrated	per test instrument	120	2.000	Calibrates tests instruments based on standards
LAF-034	To clean the ubi processing working area in the pilot plant and the laboratory	Tidy processing area and laboratory cleaned	per working area	60	1.000	Cleans tables and floors
LAF-035	To perform microbial isolation and identification on samples submitted	tissue / other specimen isolated and identified	per report	90	1.500	Does inoculation, incubation and interpretation of results of microbial isolation
LAF-036	To transplant	Transplant finished	per transplant	60	1.000	Maintains demo areas every two months
LAF-037	To distill water for supply to laboratory rooms.	Water supplied distilled	per supply	90	1.500	Provides adequate supply of distilled water to the assigned laboratory rooms, prepares issuance and logs in report of issuances.
LAF-038	To assist and facilitate the equipment and laboratory animals needed in the traning/seminar workshop proper.	Working materials and laboratory animals needed in the workshop proper prepared for use.	per workshop	120	2.000	Assist and facilitate use of equipment such as the TV, LCD, Slide/Overhead projectors, Ultrasound machine, electrical extension cords. Assist in handling/caring the laboratory animals to be used in the training workshop.
Library Related Functions						
LIF-001	To prepare/ consolidate annual library statistics	Annual library statistics consolidated/ prepared	per statistical table prepared	120	2.000	Prepares/ consolidates annual library statistics
LIF-002	To shelfread library materials	Arrangement of library materials checked	per material	1	0.017	Checks arrangement of library materials in the shelf
LIF-003	To read and index newspaper articles	Article indexed	per article	20	0.333	Clips and sorts newspaper articles.
LIF-004	To encode newly established names and subject headings in the authority files.	Authority files updated	per record	1	0.017	Encodes newly established names and subject headings in the authority files.
LIF-005	To prepare/ assign barcodes to newly processed books and other library materials	Barcodes to newly processed books and other library materials preapred/ assigned	per book	5	0.083	Records books and other print and non-print library material received for inclusion to library holdings
LIF-006	To edit bibliographic records online/offline.	Bibliographic records online/ offline edited	per record	5	0.083	Edits bibliographic records online/offline.
LIF-007	To encode bibliographic data of OOF/IPF.	Bibliographic data encoded	per data/ record	2	0.033	Encodes bibliographic data of OOF/IPF
LIF-008	To search and verify bibliographic data.	bibliographic data searched & verified	per data/ record	1	0.017	Searches & verifies bibliographic data
LIF-009	To encode bibliographic data indexed using WebAGRIS software.	Bibliographic data using WebAGRIS software encoded.	per article	20	0.333	Types/encodes names of accountable library users in complete in formation; complete book bibliographic information of the book.

LIF-010	To modify/edit on-line proofread,check/revise encoded bibliographic data using WebAGRIS software.	Bibliographic data using WebAGRIS software modified/ revised and edited .	per on-line bibliographic data.	5	0.083	Encodes bibliographic data of indexed articles/papers with or without abstract.
LIF-011	To check bibliographic entries against the physical volume and encode the same in the accession inventory database.	Bibliographic entries against physical volume checked	per 5 entries	60	1.000	Checks bibliographic entries against the physical volume and encode the same in the accession inventory database
LIF-012	To encode bibliographic entries for print and non print materials.	Bibliographic entries for print and non print materials encoded	per entry	4	0.067	Encodes bibliographic entries for print and non print materials.
LIF-013	To encode bibliographic entries of articles/papers indexed with abstract.	Bibliographic entries of articles/ papers indexed with abstract encoded	per entry of articles/ papers indexed with abstract encoded.	12	0.200	Encodes WebAgris data Print encoded data Backup encoded data Modify the edited data Process/Export edited data and submit it to AGRIS Processing Unit, Rome, Italy thru e-mail.
LIF-014	To search/verify and download bibliographic records.	Bibliographic records searched/ verified and downloaded	per record	1	0.017	Search/verifies and download bibliographic records.
LIF-015	To compile and edit entries in the Bibliography.	Bibliography compiled and edited	per entry	5	0.083	Compiles and edist entries in the bibliography
LIF-016	To file book cards	Book cards filed	per book card	3	0.050	Files book cards
LIF-017	To sort book cards with overdue dates	Book cards with overdue dates sorted	per book card	3	0.050	Sorts book cards with overdue dates
LIF-018	To evaluate book order	book order checked against holding (if with duplicate) evaluated	per book evaluated	30	0.500	Evaluates book order
LIF-019	To paste book pockets, stamps ownership, etc	Book pocket pasted and ownership stamped	per material	2	0.033	Pastes book pockets, stamps ownership, etc.
LIF-020	To paste book pockets/ overdue slips/ barcodes and insert book cards	Book pockets/ overdue slips / barcodes pasted and book cards inserted	per book	2	0.033	Pastes book pockets/ overdue slips / barcodes; inserts book cards in the newly catalogued books
LIF-021	To generate book pockets, book cards and inventory cards	Book pockets/cards, inventory cards generated	per volume	2	0.033	Generates book pockets, book cards and inventory cards
LIF-022	To accession books & other library materials	Books & other library materials accessioned	per accessioned books & other library materials	15	0.250	Accessions books & other library materials Stamps property ownership
LIF-023	To solicit/acknowledge books & other library materials	Books & other library materials solicited/ acknowledged	per solicited/ acknowledged books & other library materials	30	0.500	Prepares solicitation/acknowledge letter to donors
LIF-024	To shelve / re-shelve books / library materials	Books / library materias Shelved / re-shelved	per book / library material	3	0.050	Shelves / re-shelves books / library materials
LIF-025	To arrange books / library materials on shelves	Books / library materials on shelf arranged	per book / library material	3	0.050	Arranges books / library materials on shelves

LIF-026	To gather books and library materials from the reading area	Books and library materials gathered	per book / library material	0.3	0.005	Gathers books and library materials from the reading area
LIF-027	To sort the books and library materials according to call nos.	Books and library materials sorted	per book / library material	1	0.017	Sorts the books and library materials according to call nos.
LIF-028	To check books and library materials that need simple mending	Books and library materials that need simple mending checked	per book / library material	1	0.017	Checks books and library materials that needs simple mending
LIF-029	To label books and other library materials	Books and other library materials labeled	per label	5	0.083	Labels book and other library materials
LIF-030	To paint books and other library materials	Books and other library materials painted on spine	per book	15	0.250	Dissolves paint according to desired color Prepares brush and thinner Sorts the books and other library materials for painting
LIF-031	To label book at the verso of the title page	Books at the verso of the title page labelled	per book	15	0.250	Writes double bar at the main entry of the book.
LIF-032	To put barcodes on new books	Books barcoded	per book	5	0.083	Puts barcodes on new books
LIF-033	To collate, accession/ reaccession books and non-books.	Books collated, accessioned/ reaccessioned	per book	10	0.167	Collates accession/recession books and non-books
LIF-034	To compute and collect fines for overdue books	Books computed and collected	per overdue book	5	0.083	Computes and collects fines for overdue books
LIF-035	To prepare books for circulation	Books for circulation prepared	per prepared books for circulation	10	0.167	Prepares book for circulation
LIF-036	To collate, code and card cataloging of books	Books in the reading room are collated, encoded and card cataloged	per book, report and other reference material collated, encoded and cataloged	30	0.500	Books are carded and collated for effective use of staff and students
LIF-037	To prepare books for release to the different sections of the library.	Books released	per book released	60	1.000	Takes down statistics by subject Pull out slips from the in-process file (IPF) Type book cards and pockets Proofread labels of books, book cards and book pockets Display books and book jackets of NA.
LIF-038	To sort and shelve books	Books sorted and shelved	per 20 vol.	30	0.500	Categorizes books by titles, authors, etc.
LIF-039	To arrange donated books, journals and other reading materials in sequence order and labelling them according to subjects.	Books, journals and other reading materials arranged and labelled	per books, journals and reading materials	5	0.083	Books, journals and other reading materials were arranged and labelled
LIF-040	To shelve books/ journals/ periodicals and other library materials	Books, journals/ periodicals and other library materials shelved/ reshelved	per book/ journals/ periodicals/ other library materials	3	0.050	Shelves library materials
LIF-041	To sort and stamp received books, periodicals and other print and non-print library materials	Books, periodicals and other print and non-print library materials are sorted and stamped	per book	10	0.167	Prepares/ assigns barcodes to newly processed books and other library materials

LIF-042	To shelfread circulation/ reserve books, theses periodicals and other library collections	Books, theses periodicals and other library collections shelfread circulation and reserved	per library material/ collection	30	0.500	Shelfreads circulation/ reserve books, theses periodicals and other library collections
LIF-043	To issue borrower's cards, temporary IDs, special cards	Borrower cards and temporary IDs, special cards issued	per student	5	0.083	Issues borrower's cards, temporary IDs, special cards
LIF-044	To label call number on spine of books and undergraduate and graduate thesis	Call number on spine books and other library materials labelled	per material	25	0.417	Labels call number on spine of books and undergraduate and graduate thesis
LIF-045	To write/ provide the location symbol, call number at the verso of the book.	Call number provided	per book	2	0.033	Writes/ Provides the location symbol, call number at the verso of the book.
LIF-046	To collate, code and card cataloging of books	Card cataloging of books in the reading room collated and encoded	per book, report and other reference material were collated, encoded and cataloged	30	0.500	Books are carded and collated for effective use of staff and students
LIF-047	To withdraw cards of Not on Shelves (NOS) books.	Cards in the card catalog withdrawn	per cards/ slips of NOS books withdrawn	15	0.250	Verifies/ Checks book cards of lost books received from the Circulation Section.
LIF-048	To print set of cards per title	Cards printed	per card	.75	0.013	Prints sets of cards, a minimum of four (4) and a maximum of ten (10) cards per title.
LIF-049	To search catalog books and copy its call number	Catalog books and copied its call number for i-lib encoding searched	per catalog book	30	0.500	Catalogs books are searched and copy its numbers for encoding in the i-lib for effective use of students & staff
LIF-050	To sort & file catalog cards according to entry & interfile sets in the catalog card	Catalog card sorted and filed	per 10 sets	30	0.500	Sorts & files catalog cards according to entry & interfile sets in the catalog card
LIF-051	To type/print catalog entries (using electric typewriter)	Catalog entries printed	per entry	30	0.500	Types/prints catalog entries
LIF-052	To verify cataloging of foreign and Filipiniana books	Cataloging of books verified	per book verified	30	0.500	Checks call number and subjects assigned to the book Proofread all entries/data Fit slips in the shelflist.
LIF-053	To record cataloging/ indexing data / acquisitions / computer services data	Cataloging/ indexing statistics / acquisitions / computer services data recorded	per information	0.5	0.008	Records cataloging/ indexing / acquisitions / computer services data
LIF-054	To scan, catalog and classify books (original cataloging).	Classified books scanned and catalogued	per volume	60	1.000	Scanning, cataloging and classifying books (original cataloging)
LIF-055	To mark code/access numbers on FDC books and other related acquired publications/reading materials	Code/ access numbers marked	per book/ publications marked	30	0.500	searches common code of reading materials from the College Library and paint the acquired books with same the number codes used by the CFNR Library
LIF-056	To maintain and preserve the University Special Collection Stack	Collections sorted and shelved	per collection	3	0.050	Sorts and shelves

LIF-057	To update/ maintain computer services records, files and user's statistics.	Computer services records, files and user's statistics updated/ maintained	per user entered in the records	1	0.017	Updates/ maintains computer services records/ files/ users' statistics.
LIF-058	To retrieve the contact number/s of users with overdue library materials from the information sheet	Contact number/s of user with overdue library materials retrieved	per user	3	0.050	Retrieves the contact number/s of user with overdue library material from the information sheet
LIF-059	To identify contact persons/publishers for internet search regarding reading materials	Contact persons/ publishers identified	per contact persons/ publisher	60	1.000	searches journals and identifies publishers/contact persons for possible acquisition of complimentary copies
LIF-060	To cull out & sort the list of current overdue books generated from the library database	Current overdue books listed	per current overdue book	3	0.050	Culls out & sorts the list of current overdue books generated from the library database
LIF-061	To encode bibliographic data of newspaper.	Data encoded	per records encoded	4	0.067	Encodes bibliographic data of newspaper.
LIF-062	To encode and edit bibliographic records in the ILIB database and accession inventory database.	Databases encoded and edited	per record	60	1.000	Encodes and edit bibliographic records in ILIB data base and accession inventory database
LIF-063	To type and paste date due slips on books / library materials	Date due slips on books typed and pasted	per book / library material	3	0.050	Types and pastes date due slips on books / library materials
LIF-064	To update accounts in the DLQ database	Delinquent accounts in the database updated	per entry	3	0.050	Updates accounts in the DLQ database
LIF-065	To encode delinquent borrowers	Delinquent borrowers encoded	per entry	2	0.033	Encodes delinquent borrowers
LIF-066	To prepare, type entries on catalog cards, book cards and book pockets and produce sets of cards.	Entries on catalog cards, book cards and book pockets and produced sets of cards prepared	per book processed	60	1.000	Entries are typed on catalog cards, book cards, book pockets.
LIF-067	To check, proofread and revise (if necessary) entries on catalog cards, book cards and labels of newly catalogued books and other library materials.	Entries/ data on catalog cards, book cards and labels of catalogued books and other library materials checked/ revised	per catalogued books and other library materials checked	20	0.333	Checks, proofread and revise (if necessary) entries on catalog cards, book cards and labels of newly catalogued books and other library materials.
LIF-068	To check existing publication/reading materials to determine if they need new folder (due to destructive rodents and insects) rebinding, repainting of numbers	Existing publication/ reading materials to determine if they need new folder rebinding, repainting of numbers checked	per publication/ reading materials	60	1.000	checks materials for presence of rodents and insect bites, change the damaged folders / binding cloth and repaint numbers
LIF-069	To encode expenditures	Expenditures encoded	per entry	30	0.500	Encodes of expenditures
LIF-070	To record expenditures of Book Fund in ledger	Expenditures of Book Fund in ledger recorded	per entry	1	0.017	Records expenditures of Book Fund in ledger
LIF-071	To check user's ID card upon entry	ID checked	per user	1	0.017	Checks user's ID card upon entry
LIF-072	To affix & sign sticker to the ID and to countersign ID	ID signed	per ID	2	0.033	Affixes & signs sticker to the ID and countersigns ID

LIF-073	To prepare and encode index cards	Index cards for the books, thesis, research reports prepared and encoded	per index card	45	0.750	Index cards are encoded for effective use of students and staff in the reading room
LIF-074	To updated and encode indexes	Indexes updated and encoded	per title	5	0.083	Updates and encode indexes
LIF-075	To fill up necessary information sheet (e.g. sticker no., date, etc.)	Information sheet filled up	per information sheet	5	0.083	Fills up necessary information sheet (e.g. sticker no., date, etc.)
LIF-076	To pull out user's information sheet	Information sheet pulled out user's	per user	3	0.050	Pulls out user's information sheet
LIF-077	To arrange / file user information sheets	Information sheets arranged / filed	per user's sheet	3	0.050	Arranges / files user information sheets
LIF-078	To issue and/or receive instruments, thesis manuscript, reading materials borrowed by students and records at the borrowers' log book.	instruments, thesis manuscript, reading materials Issued and/or received	Per student/ borrower	10	0.167	Records in the borrowers' log book the name and the borrowed item. Check the item if it is in good working condition especially the weather instrument before issuing it.
LIF-079	To process inter-library loan requests	Inter-library loan request processed	per loan request	60	1.000	Processes inter-library loan requests
LIF-080	To issue internet cards	Internet card to students issued	per user	5	0.083	Issues internet cards to students
LIF-081	To perform inventory of books / library materials	Inventory of books / library materials performed	per library material	5	0.083	Performs inventory of books / library materials
LIF-082	To encode IPP worksheets.	IPP worksheets encoded	per record	4	0.067	Encodes IPP worksheets.
LIF-083	To write and send letters of request for publications/reading materials to local and foreign institutions to expand FDC reading room	letter of request written and sent	per letter	30	0.500	composes, encodes, edits, finalizes, prints and send to concerned agency / office
LIF-084	To identify and acquire library materials	Library materials identified and acquired	per identified and acquired library materials	5	0.083	sorts out, classifies, indexes reading materials
LIF-085	To attend to records and information management	Library annual report submitted to the principal prepared	per report	30	0.500	Prepares library annual report
LIF-086	To issue library card to users	library card to users issued	per user	5	0.083	Issues library card to users
LIF-087	To finalize/ print library inventory record/ report.	Library inventory record/ report are finalized/ printed	per title entered in the records	5	0.083	Finalizes/ prints library inventory record/ report.
LIF-088	To charge/discharge library materials (manually or barcode scanner) and record them in the logbook	Library materials charged / discharged	per library material	5	0.083	Charges/discharges library materials (manually or barcode scanner) and record them in the logbook
LIF-089	To charge / discharge library materials	Library materials charged / discharged	per library material	1	0.017	Charges / discharges library materials
LIF-090	To collate library materials.	Library Materials collated	per item	5	0.083	Collates library materials
LIF-091	To release/distribute processed library materials to sections	Library materials distributed	per material	2	0.033	Releases/distributes processed library materials

LIF-092	To encode library materials in WINISIS database.	Library materials in the WINISIS database encoded	per library materials encoded	2	0.033	Classifies library materials (including progress and terminal reports of projects) into different areas and encode using WINISIS database
LIF-093	To label library materials	Library materials labelled	per volume	2	0.033	Labels library materials
LIF-094	To locate library materials for room use & photocopying	Library materials located	per request requested library material	2	0.033	Locates library materials for room use & photocopying
LIF-095	To photocopy library materials	Library materials photocopied	per sheet	5	0.083	Photocopies library materials
LIF-096	To post library materials received against letter order.	Library materials posted	per library material	2	0.033	posts library materials received against letters order
LIF-097	To prepare and organize library materials/resources and make them available to users	Library materials prepared and organized	per organized library materials	30	0.500	makes borrowers card, encodes classification of reading materials
LIF-098	To relabel/ cover books/ journals thesis & dissertations	Library materials relabelled & covered	per library material	15	0.250	Relabels and covers books/journals, thesis & dissertations
LIF-099	To repair torn pages of books and journals using magic tape	Library materials repaired	per torn page	2	0.033	Repairs torn pages of books and journals
LIF-100	To assist in the selection and ordering of library materials (College level)	Library materials selected and ordered	per library materials ordered	60	1.000	attends meetings/bookfairs for possible selection of books/periodicals needed by student and faculty
LIF-101	To shelf read library materials.	Library materials shelved	per material	2	0.033	shelf read library materials
LIF-102	To stamp and accession library materials.	Library materials stamped/ accessioned	per library material	3	0.050	Stamps and accessions library materials
LIF-103	To conduct library orientation to freshmen students	Library orientation conducted	per selection	30	0.500	Conducts library orientation
LIF-104	To record library statistics for readers admitted	Library statistics for readers and materials recorded	per user	0.25	0.004	Records library statistics for readers admitted
LIF-105	To prepare list of "delinquent users"	List of "delinquent users" prepared	per delinquent user	.3	0.005	Prepares list of "delinquent users"
LIF-106	To generate list of borrowed library materials from database	list of borrowed materials frm database generated	per library material	1	0.017	Generates list of borrowed library materials from database
LIF-107	To print the list of current overdue books	List of current overdue book printed	per current overdue book	3	0.050	Prints the list of current overdue books
LIF-108	To prepare list of reserve books by course, title/author or subject	List of reserve books prepared	per book	3	0.050	Prepares list of reserve books by course, title/author or subject
LIF-109	To identify & prepare list of users with overdue library materials	List of users with overdue library materials prepared	per user	2	0.033	Identifies & prepares list of users with overdue library materials
LIF-110	To prepare list of library materials for releasing	List prepared	per material	3	0.050	Prepares list of library materials for releasing
LIF-111	To generate accession inventory list.	List printed	per entry	5	0.083	Encodes and prints accession inventory list.

LIF-112	To prepare and submit lists of names of accountable students to Circulation Section for re-call	Lists of names of accountable students to Circulation Section for re-call is prepared and submitted	per student	5	0.083	Prepares and submits list of names of accountable students to Circulation section for re-call
LIF-113	To pick-up inter/intra-library loan from other libraries	Loan picked-up	per transaction	60	1.000	Picks-up inter/intra-library loan from other libraries
LIF-114	To locate/process books for recataloging.	Located/processed books for recataloging recataloged	per book	90	1.500	Works on added and replacement copies; verify entry in the card catalog/shelflist . If there is a conflict on a catalog entry, produce set of cards, if in the label of the book, make proper corrections then give the book to the labeller/artist illustrator for corrections.
LIF-115	To mark location symbols -(Reference, Fil. serials and theses.	Location symbols on library materials marked	per materials marked w/ location symbols	5	0.083	Consults guide for the color coding.
LIF-116	To record lost and cleared from Property Accountability materials (LCA) in AIL.	Lost and cleared property recorded	per entries recorded	1	0.017	Records lost and cleared from property accountability materials (LCA) in AIL
LIF-117	To print proofreader's run and master copy of IPP.	master copy printed	per page	3	0.050	Prints proofreader's run and master copy of IPP.
LIF-118	To record materials at the accession book	Materials at the accession book recorded	per materials recorded	10	0.167	Records materials at the accession book
LIF-119	To collate and check missing pages of IPP issues prior to binding.	Missing pages of IPP issues prior to binding collated and checked	per page	.016	0.000266667	Collates and check missing pages of IPP issues prior to binding.
LIF-120	To prepare monthly acquisitions statistics	Monthly acquisitions statistic prepared	per acquisition	30	0.500	Prepares acquisitions statistics
LIF-121	To prepare monthly cataloging/ indexing statistics	Monthly cataloging/ indexing statistic prepared	per statistical table	30	0.500	Prepares cataloging/ indexing statistics
LIF-122	To prepare monthly circulation/ reserve/ reference sections statistics	Monthly circulation/ reserve/ reference sections statistic prepared	per library material	3	0.050	Prepares circulation/ reserve/ reference sections statistics
LIF-123	To prepare monthly computer services statistics	Monthly computer services statistic prepared	per computer service	3	0.050	Prepares computer services statistics
LIF-124	To type/encode names of accountable library users and complete information of the book bibliography.	Names/info of book bibliography encoded	per encoded data	60	1.000	Interfiles slips of library users alphabetically in the box.
LIF-125	To register new borrowers	New borrower registered	per borrower	5	0.083	Registers new borrowers
LIF-126	To receive new library materials	New library materials received	per received library materials	30	0.500	verifies, checks and records received library materials
LIF-127	To record new reading materials	New reading materials recorded	per new materials	6	0.100	records, classifies new reading materials

LIF-128	To type/send list of new serial titles to be included in the new acquisition lists.	New serial titles included in acquisition lists typed/ sent	per list of new serials titles included in the new acquisition lists.	5	0.083	Types/sends list of new serial titles to be included in the new acquisition lists.
LIF-129	To label newly catalogued/ processed books and other library materials	Newly catalogued/ processed books and other library materials labelled	per book	30	0.500	Labels books, journals/ periodicals and other library materials; indicates/ marks location symbols of library materials
LIF-130	To clip and mount newspaper articles	Newspaper articles clipped and mounted	per 50 articles	60	1.000	Scans newspapers, selects news/ feature articles and clip
LIF-131	To cut/ file newspaper clippings.	Newspaper clippings collected/ filed	per clipping	5	0.083	Cuts/ files newspaper clippings.
LIF-132	To record no. of library materials used	No. of library materials used recorded	per material	1	0.017	Records no. of library materials used
LIF-133	To record no. of readers / users admitted	No. of readers / users admitted are recorded	per user	1	0.017	Records no. of readers / users admitted
LIF-134	To record number of library materials borrowed	No.of borrowed library material recorded	per library material	1	0.017	Records number of library materials borrowed
LIF-135	To distribute notices	Notices distributed		Actual Time		Distributes notices
LIF-136	To encode/proofread/stamp order letter and slips.	Order letter/ slips encoded/ proofread/ stamped	per letter/ slip	6	0.100	Encodes/proofreads/stamps order letters and slips
LIF-137	To do original/descriptive cataloging	original/descriptive cataloging done	per books read	30	0.500	Read thoroughly the preface,introduction,abstract,summary and table of contents
LIF-138	To do online checking of overdue library materials	Overdue library materials listed	per overdue material	1	0.017	Checks overdue library materials online
LIF-139	To page library materials	Paged library materials	per material	2	0.033	Pages library materials
LIF-140	To compute payment for use of library facilities/ services, use of internet/ online resources, computer print out, microfilm reader, etc	Payment computed	per transaction	2	0.033	Computes payment for use of library facilities/ services, use of internet/ online resources, computer print out, microfilm reader,etc
LIF-141	To encode periodicals received for indexing.	Periodicals for indexing encoded	per periodical	2	0.033	Encodes periodicals received for indexing.
LIF-142	To return indexed periodicals to Fi-Serials.	periodicals returned	per periodical	1	0.017	Returns indexed periodicals to Fi-Serials.
LIF-143	To receive processed library materials from the bindery	Porcessed linary materials received	per book	2	0.033	Receives and checks processed library materials received from the bindery
LIF-144	To copy-catalog and classify print and non-print materials	Print and non-print materials copy cataloged and classified	per print/ non-print material	20.00	0.333	Copy-catalogs and classifies print and non-print materials
LIF-145	To index print and non-print materials	Print and non-print materials indexed	per material	20.00	0.333	Indexes print and non-print materials
LIF-146	To generate print out of daily overnight reservation report	Print out generated	per print out	1	0.017	Generates print out of daily overnight reservation report
LIF-147	To stamp production date on shelflist cards	Production date on cards stamped	per card	0.5	0.008	Stamps production date on shelflist cards

LIF-148	To stamp production date on shelflist cards	Production date on shelflist cards stamped	per card	0.5	0.008333333	Stamps production date on shelflist cards
LIF-149	To inserts the revised P-slip on the book to be ready for painting and other mechanical processes.	P-slip in book inserted	per book	0.166	0.003	Inserts the revised P-slip on the book to be ready for painting and other mechanical processes.
LIF-150	To process sale of publications/orders for reprographic services	Publication/order for reprographic servcies processed	per order/ publication sold	15	0.250	Processes sale of publications/orders for reprographic services which include receive/record requests, checks availability of materials, prepare pro-forma invoice, forward payments/checks to authorized collecting officer
LIF-151	To assist in the distribution of publications and examination papers	Publications and examination papers distributed	per distribution of publications and examination papers	60	1.000	Reviews the names/addresses of the subscribers, the place to be delivered
LIF-152	To type purchase request of journals for payment and for binding.	Purchase request typed	per purchased request of journals for payment and for binding	30	0.500	Types purchase request of journals for payment and for binding.
LIF-153	To answer questions on reference materials	Query answered	per answered query	3	0.050	Answers reference questions
LIF-154	To encode reading/reference materials.	Reading/reference materials encoded	per material	60	1.000	Titles of reading/reference materials are encoded and arranged in the corresponding shelves; Prepares borrowers slip and attach them to the reference material; Updates listings.
LIF-155	To place recommended titles on reserve	Reccomended titles on reserve placed	per title	1	0.017	Places recommended titles on reserve
LIF-156	To check record of overdue materials against the physical volume and the logbook	Record of overdue materials against the physical volume and the logbook checked	per 12 vols.	60	1.000	Reconciles record of members of books borrowed against the physical volume and logbook record
LIF-157	To record books and other print and non-print library material received for inclusion to library holdings.	Recorded print and non-print library material received	per title	2	0.033	Sorts and stamps received books, periodicals and other print and non-print library materials.
LIF-158	To check/ format bibliographic/ reference entries of manuscripts prepared by NISMED staff based upon the American Psychological Association publication manual.	Reference entries checked/ formatted	per entry	10	0.167	Checks/fornat bibliographic/reference entries of manuscript prepared by NISMED staff based upon the american psychological association publication manual
LIF-159	To issue referral letters for use of other libraries	Referral letters for use of other libraries issued	per referral letter	10	0.167	Issues referral letters for use of other libraries
LIF-160	To process renewal of library materials	Renewal of library materials processed	per request	1	0.017	Processes renewal of library materials
LIF-161	To approve / process request for overnight loan reservations	Request approved / processed	per request	1	0.017	Approves / processes request for overnight loan reservations
LIF-162	To approve requests to borrow library materials	Request to borrow library material approved	per request	1	0.017	Checks details of request to borrow library materials; Approves request, if in order

LIF-163	To serve requested items from closed stacks	Requested items from closed stacks served	per requested item	5	0.083	Serves requested items from closed stacks (journals, theses, etc)
LIF-164	To take charge of the Reading Room and the use of classrooms and lecture hall for exams and other purposes during and outside regular class hours.	Reservations for classrooms and lecture halls monitored	per reservation	20	0.333	Reserved requested classroom/ lecture hall and followed-up if approved
LIF-165	To search the shelflist, Main Library catalogs, on-line catalogs for cataloging of books and other library materials received.	Searched shelflist, Main Library catalogs, on-line catalogs for cataloging of books and library materials received	per materials searched	30	0.500	Search/ check titles of books/ library materials for cataloging including Main Library catalogs, on-line catalogs (LC, etc.), if found, copy the classification and subjects used; sorts the materials for original cataloging (OC) or adaptive/cataloging in publication (CIP), etc.
LIF-166	To update serials database.	Serials database updated	per entry		0.000	updates serial database
LIF-167	To claim /follow-up serials subscription thru phone.	serials subscription claimed	per call/ transaction	5	0.083	claims/follows-up serials subscriptions
LIF-168	To claim /follow-up serials subscription thru email.	Serials subscription thru email claimed/ followed up.	per email	10	0.167	Claims /follow-up serials subscription thru email.
LIF-169	To claim /follow-up serials subscription thru snail mail.	Serials subscription thru snail mail claimed/followed up.	per letter	10	0.167	Claims /follows-up serials subscription thru snail mail.
LIF-170	To man the service point	Service point manned	per client	5	0.083	Mans the service point
LIF-171	To produce set of cards	Set of cards printed	per cards	10	0.167	Prints set of cards
LIF-172	To produce sets of cards	Sets of cards produced	per set of cards	40	0.667	Measures and cuts p-slips into 3 x 5" format.
LIF-173	To search on shelf list/on-line catalog for cataloging of books	Shelf list/on-line catalog searched	per book for cataloging	60	1.000	Searches on shelf list/on line catalog
LIF-174	To mark "relocated" on shelflist card and change unit code in the database	Shelflist card marked "relocated" and unit code in the database changed	per record	2	0.033333333	Marks "relocated" on shelflist card and changes unit code in the database
LIF-175	To cut shelflist cards	Shelflist cards cut	per card	2	0.033	Cuts shelflist cards
LIF-176	To cut shelflist cards	Shelflist cards cut.	per card	2	0.033333333	Cuts shelflist cards
LIF-177	To print shelflist cards	Shelflist cards printed	per card	0.75	0.0125	Prints shelflist cards
LIF-178	To print shelflist cards	Shelflist cards printed	per card	.45	0.008	Prints shelflist cards
LIF-179	To sort slips with shelflist cards	Shelflist cards sorted	per slip	0.66	0.011	Sorts slips with shelflist cards
LIF-180	To proofread, stamp "SHEFLIST" on the shelflist cards and sort cards by call number	Shelflist cards sorted	per card	3	0.050	Proofreads, stamps "shelflist" on the shelflist cards and sorts by call number
LIF-181	To search//verify shelflist cards against the records available online.	Shelflist cards verified	per card	1	0.017	Searches/verifies shelflist cards against the records available online.
LIF-182	To update shelflist.	Shelflist updated	per shelf	5	0.083	Updates shelflist.

LIF-183	To put the signature of the labeller and the date it was labelled.	Signature of labeller & date indicated	per book	.5	0.008	Puts the signature of the labeller and the date it was labelled.
LIF-184	To file/pull out OOF/IPF slips.	Slips filed/ pulled out	per slip	3	0.050	Files/pull-out OOF/IPF slips
LIF-185	To interfile slips of library users alphabetically.	Slips interfiled	per Non-UPLB library users	15	0.250	Maintain statistics of Non-UPLB library users, interfiles slips of library.
LIF-186	To file/ arrange the SP manuscript of CS student graduates and assists graduate/ undergraduates students according to their needs.	SP manuscript of CS students filed/ arranged	per SP manuscript	5	0.083	Files and arranges SP manuscripts
LIF-187	To locate requested item	Specific requested item located	per requested item	1	0.017	Locates specific requested item
LIF-188	To prepare statistical report	Statistical report to main Library submitted	per report	30	0.500	Prepares statistical report
LIF-189	To maintain statistics of library users.	Statistics of library users, interfiles slips maintained	per Non-UPLB library users	10	0.167	Encodes names of library users with classification such as undergraduate, graduates, guests, and others.
LIF-190	To prepare statistics of library users, used books and journals monthly.	Statistics of library users, used books and journals prepared	per report	240	4.000	Prepares statistics of library users, used books and journals monthly
LIF-191	To gather / record statistics of users / materials used	Statistics of users & materials used gathered / recorded	per record of user / material used	2	0.033	Gathers / records statistics of users & materials used
LIF-192	To record/compile/consolidate statistics relating to library operations.	Statistics relating to library operations recorded, compiled and consolidated	per item	5	0.083	Modifies/edits on-line encoded inputs based on the corrected inputs from the computer printouts.
LIF-193	To supervise students who are using the ICS library, monitors books, journals and manuscripts.	students using ICS library supervised	per student	5	0.083	Serves and attends to student using the ICS library
LIF-194	To assist students/staff to locate and check out books/materials	Students/ staff to locate and check out books/ materials assisted	per book/ materials check out and located	10	0.167	Assists them in checking out books / reading materials, filling up of borrowers card
LIF-195	To label surname on the spine of undergraduate thesis	Surname of undergraduate thesis labelled on spine	per book	20	0.333	Follows procedures above
LIF-196	To attach security strips/tag labels of library materials.	Tag labels of library materials attached	per tags attached to library materials	1	0.017	Attaches security strips/tag labels of library materials
LIF-197	To issue thesis, manuscript and books to the Sociology students who are borrowing	Thesis, manuscript and books issued	per thesis, manuscript and books issued	5	0.083	Issues thesis, books and manuscript to the undergraduate students who are borrowing
LIF-198	To search/ check for possible duplicates titles/issues of received library materials.	Titles of library materials for possible duplicates searched/ checked	per title searched/ checked	10	0.167	Searches/ checks titles of received library materials in library catalogs, online catalogs, databases, etc. for possible duplicates.
LIF-199	To encode titles of the manuscripts submitted by the graduate students and label according to school year.	titles of manuscript encoded and labelled	per manuscript	15	0.250	Encodes and labels manuscripts

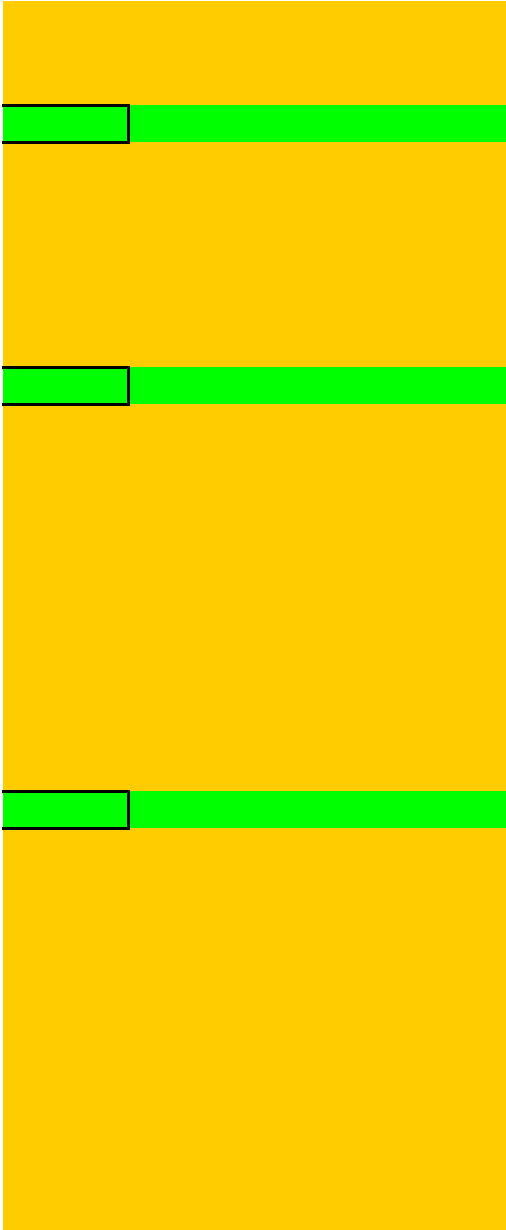
LIF-200	To replace/type book cards / date due slips / book pockets	Typed book cards / date due slips / book pockets replaced	per material	5	0.083	Replaces / types book cards / date due slips / book pockets
LIF-201	To mark "relocated" on the shelflist cards, and change unit code in the database	Unit code changed	per card	2	0.033	Marks "relocated" on the shelflist card and changes unit code in the database
LIF-202	To encode USC collection using ilib system.	USC collection using ilib system encoded	per encoded USC collection using ilib system	30	0.500	Encodes USC collection using ilib system.
LIF-203	To charge and discharge University Special Collection (USC) publications	USC publications (theses, books, VF) charged and discharged	per publication	2	0.033	Charges and discharges USC publications(theses,books,VF)
LIF-204	To renew / recall and monitor the use of Filipiniana and serials resources / USC resources / others	Use of Filipiniana and Serials resources are renewed/recalled and monitored	per library material	1	0.017	Renews/recalls and monitors the use of Filipiniana and Serials' resources
LIF-205	To assist user in printing	User in printing assisted	per user	5	0.083	Assists in printing
LIF-206	To recall overdue library materials	User informed	per call / user	2	0.033	Recalls overdue library materials by phone / written notice / email
LIF-207	To inspect user's books, bags, etc. upon exit	User's books, bags etc. inspected	per user	3	0.050	Inspects user's books, bags, etc. upon exit
LIF-208	To compile & consolidate work output statistics	Work output compiled and consolidated	per work output	30	0.500	Compiles & consolidates work output statistics
LIF-209	To interfile worksheets by year and title.	Worksheets interfiled	per record	0.5	0.008	Interfiles worksheets by year and title.
Audio-Visual Related Functions						
AVF-001	To file audio and video tapes	Audio and Video tapes filed	per tape	10	0.167	Labels and Files audio and video tapes
AVF-002	To check if the records, tapes, CDs, cassette recorders and other equipment requested by the staff students and partners are available	Availability of needed equipment / supply checked	per request	25	0.417	Checks availability of equipment / supply needed; Records borrowed equipment / supply; Counterchecks the returned materials.
AVF-003	To set-up AVR / communication facility/ equipment.	AVR / communication facilities/ equipment properly set-up	per set-up	15	0.250	Sets-up AVR / communication facility/ equipment.
AVF-004	To secure AVR / communication facility / equipment.	AVR / communication facility / equipment secured	per equipment	5	0.083	Safekeeps AVR/ communication facility/ equipment.
AVF-005	To clean AVR/ communication facility/ equipment	AVR / communication facility / equipment cleaned	per hr of class activity	5	0.083	Cleans AVR/ communication facility/ equipment
AVF-006	To safekeep AVR Communication facilities/ equipment	AVR Communication facilities/ equipment kept safe	per equipment	5	0.083	Keeps AVR Communication facilities/ equipment safe
AVF-007	To test/ check AVR equipment	AVR equipment tested and checked	per equipment	15	0.250	Tests and checks AVR equipment

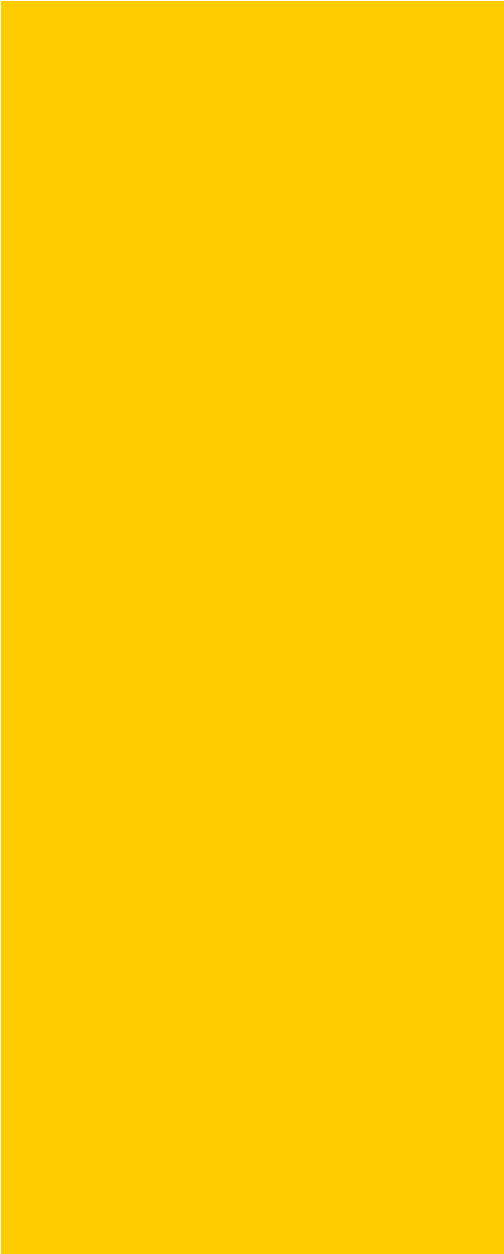
AVF-008	To clean/ minor repair AVR/ Communication facilities/ equipment	AVR/ Communication facilities/ equipment cleaned and repaired	per equipment	30	0.500	Cleans minor repair AVR/ Communication facilities/ equipment
AVF-009	To file / retrieve documents / tapes / CDs / DVDs / and other equipment	Documents, records, tapes and CDs filed and retrieved	per document / record / tape / CD / DVD and other equipment	15	0.250	Files/organizes documents, records, tapes, CDs, DVDs, and other equipment
AVF-010	To report/ troubleshoot EMC equipment	EMC equipment reported/ troubleshooted	per equipment	5	0.083	Reports and troubleshoots EMC equipment
AVF-011	To test / check AVR / communication facility / equipment	Equipment tested	per hr of class activity	30	0.500	Tests / checks AVR / communication facility / equipment
AVF-012	To document events	Events documented	per one (1) hour of event	60	1.000	Documents events
AVF-013	To assist faculty in using equipment	Faculty using the equipment in Lecture Room 1 assisted	per faculty member requesting	10	0.167	Assists the faculty before the class starts in preparation for the lecture or when problems are encountered during the class and the assistant can not solve the problem
AVF-014	To prepare instructions on how to use the AVR / communication facility / equipment and post this to equipment	Instructions on the facility / equipment prepared and posted	per equipment	60	1.000	Prepares instructions on how to use the AVR / communication facility / equipment and post this to equipment
AVF-015	To set-up / dismantle the LCD and laptop during class lectures.	LCD and laptop are set-up / dismantled	per class lecture	60	1.000	Prepares laptop and LCD for class lectures
AVF-016	To develop and process negatives of camera	Negatives of camera developed and processed	per negative	1	0.017	Develops and processes negatives of camera
AVF-017	To compile photo/audio/video documentation.	Photo / audio / video documentation compiled	per Photo / audio / video documentation	60	1.000	Gathers photos or video and sound recordings
AVF-018	To take and edit photographs for documentation	Photographs taken and edited	Per photograph taken and edited	25	0.417	Files the photographs in computer for future use in college brochures, catalogs, annual reports, etc.
AVF-019	To discuss with requisitioners the policies in the use of facilities	Policies in the use of facilities by the requisitioners discussed	per request	10	0.167	Informs the requisitioners about policies in the use of the facilities requested
AVF-020	To inspect the sound system	Report on the condition of the sound system inspected	per event / activity	25	0.417	Twice daily, inspects proper usage of sound system and fixes the amplifier for good sound
AVF-021	To receive and post requested equipment on whiteboard immediately after receipt of request	Request for equipment posted	per request form	3	0.050	Receives and posts requested equipment on whiteboard immediately after receipt of request
AVF-022	To accept, evaluate, and schedule request to use AVR facilities/ equipment.	Request for use of AVR facilities accepted and evaluated	per request	1	0.017	Accepts, evaluates, and schedule request to use the AVR facilities/ equipment.
AVF-023	To operate sound system in classes and other meetings.	Sound system in classes and other meetings operated	per 1 hour of class / lecture / meeting / activity	60	1.000	1) Prepares the sound system; 2) Checks if functioning; 3) Turns on & off the system before & after class.

AVF-024	To inform staff assigned of the scheduled activity	Staff assigned of the activity informed	per staff	5	0.083	assignes staff to give instructions regarding the approved request for use of facilities
AVF-025	To operate AVR/ inspect communication facilities/ equipment	AVR/communication facilities/ equipment inspected and operated	per hr of class activity	60	1.000	Operates AVR/ change communication facilities/ equipment
AVF-026	To monitor and take charge of the use of facilities (auditorium, staff lounge, sports facilities)	Use of facilities (auditorium, staff lounge, sports facilities) are monitored and taken charged	per request	10	0.167	Records request for use of facilities and assign tracer number to requests; calendar the approved requests at the bulletin board to avoid conflict
AVF-027	To record voice over narration for audition/approved videoscript (10-15 mins)	Voice over narration recorded	per hour	60	1.000	Records voice over narration for audition/approved videoscript

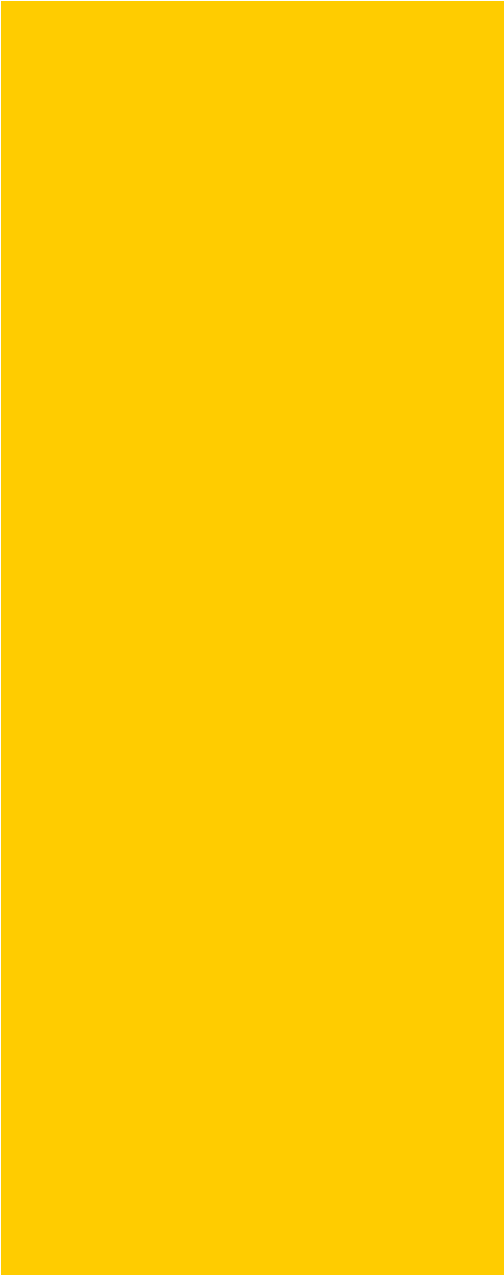




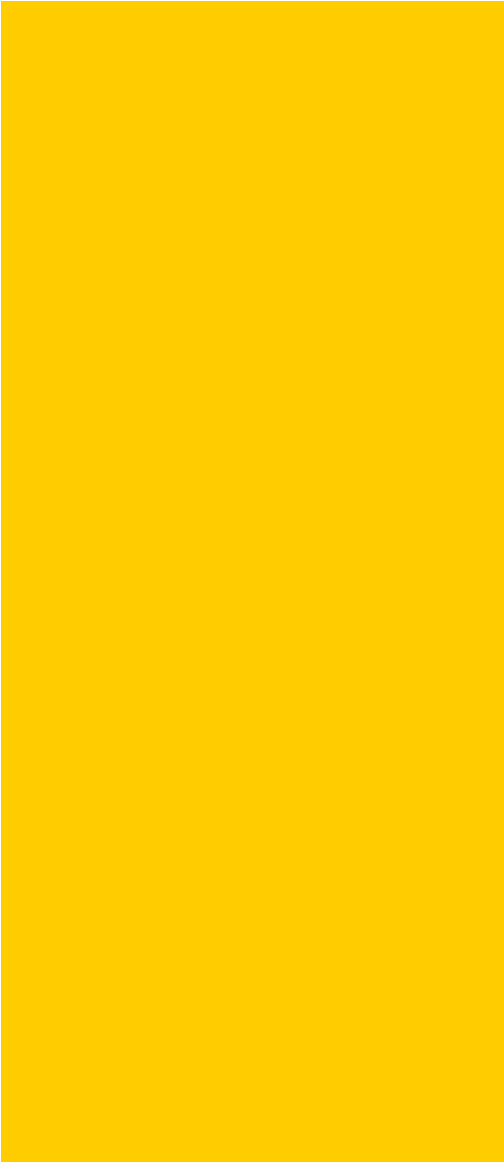


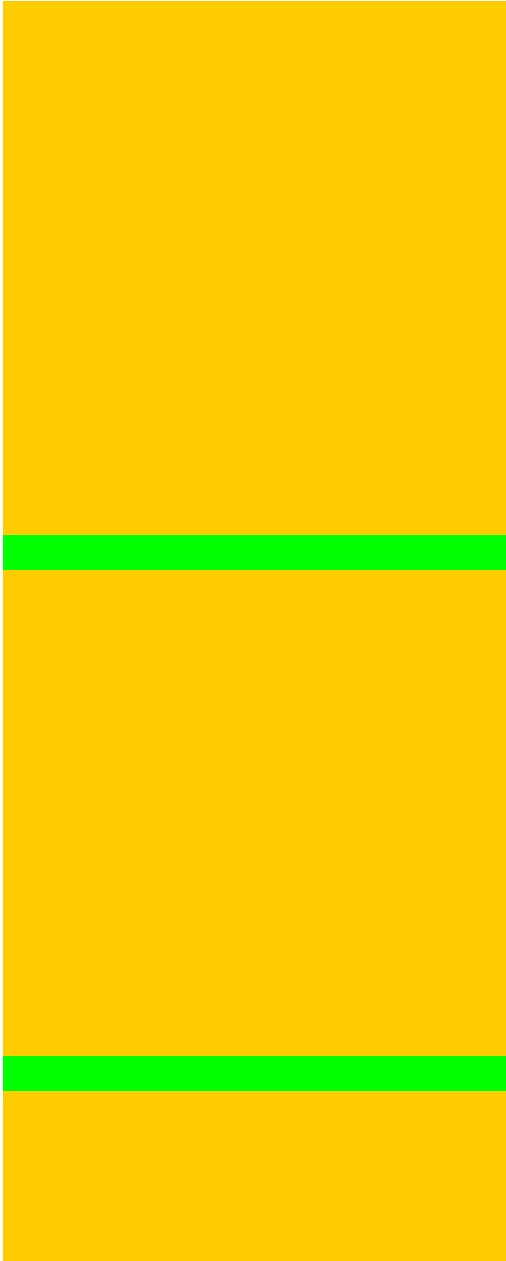




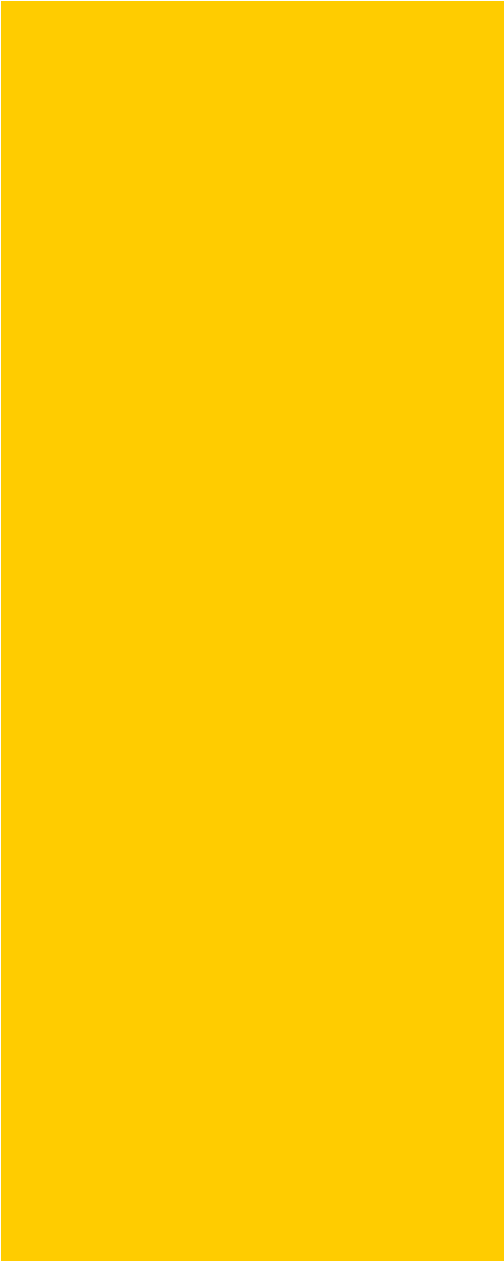












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