

DUTIES AND RESPOSIBILITIES

FROM CCE

DANILO M. GOFREDO JR.

1. Follow-up, process and distribute financial and non-financial documents of the University Review Centre and Centre of Continuing Education.
2. Maintains the general cleanliness of the CCE 1st & 2nd floor, surroundings and prepares the function hall for conferences, workshops and other activities.
3. Serve as caretaker/operator for equipment (sounds system, AV equipment and other equipment) at the CCE building.
4. Reproduce, sorts and binds review materials for the different review class offerings.
5. Assist in the reproduction of review materials & conduct faculty evaluation.
6. Operate the RISO master and distribute documents Notice of Meeting, etc.
7. Perform other function assigned by the URC/CCE Head.

DUTIES AND RESPOSIBILITIES

FROM OVPSAS

DANILO M. GOFREDO JR.

1. Follow-up, process and distribute administrative documents of the Office of the Vice President for Student Affairs and Services.
2. Keep accurate logs and complete paper works for tasks and activities.
3. Perform general office work such filling of documents, operating office equipment;
4. Ensure proper office housekeeping;
5. Purchase office supplies;
6. Assist and support immediate supervisor
7. Maintain the cleanliness of the Legal Office and Office of the Director for Human Resource Development
8. Other duties and responsibilities that may be assigned by the immediate supervisor.