

March 22, 2021

HONEY SOFIA V. COLIS
Director ODAHRM
Visayas State University

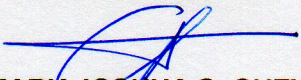
Dear Madam,

Good day, I would like to make an additional submission to your good office, the list of my actual duties and responsibilities as the current IT Specialist in the Office of the Graduate School, to further evaluate my profile for my application as the Education Program Specialist II.

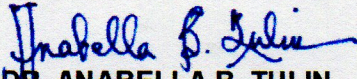
Actual Duties and responsibilities:

1. Graduate School Student Records Database management and updates
2. Verifying of Student Documents
3. Assisting in Graduate Student Online Enrollment, Technical Support
4. Graduate School Council/Faculty database records
5. Creation of virtual exams and meetings for Graduate Student and Graduate Faculty
6. Verification of Table of Specifications before the Dean's signature
7. Checking of Graduate School Syllabus submitted by Graduate Faculty before the Dean's signature
8. Facilitation of Science and Humanities Journal articles for review
9. Layout of Science and Humanities Journal publishable articles
10. Graduate School and Science and Humanities Journal website content management
11. Online application of Admission and Registration of new graduate students
12. Digitization of Graduate School Documents (CMOs, Syllabus, TOS, Etc)
13. Managing of email queries sent by graduate students and faculties in official Graduate School and Science and Humanities Journal email
14. Cumulus One Admin for Graduate School Functions (Releasing of Assessment, Graduate Subject Offering Opening and Closing, Unblocking of Student accounts)
15. VSU-E Learning content editing for Graduate Courses
16. Reviewing of Graduate Student Manuscripts and Outlines
17. Managing of VSU GradSchool Facebook page
18. Managing the VSU GradNewsLine News letter
19. Facilitate the international indexing of Science and Humanities Journal by Crossref including DOI numbers, FAO Agris, Google Scholar and other future indexing activities.
20. Facilitates the virtual interview of local and foreign graduate students applying for possible scholarship at the Graduate School.
21. Do other duties the Dean as required by the immediate supervisor.

Thank you very much!


MARK JOSHUA S. QUEVEDO
IT Specialist, OGS

NOTED BY:


DR. ANABELLA B. TULIN
Dean, Office of the Graduate School