

| REPUBLIC OF THE PHILIPPINES<br>BC-CSC Form No. 1<br>(Position Description Form)                         |                                                                                                                                                                              | 1. NAME OF EMPLOYEE                                                                                                   |  |
|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|--|
| 2. DEPARTMENT, CORPORATION OR AGENCY/<br>LOCAL GOVERNMENT<br>VISAYAS STATE UNIVERSITY                   |                                                                                                                                                                              | MIRAFLORES MA-ROBERTA STA. IGLESIA<br>(Family Name) (Given Name) (Middle Name)                                        |  |
| 4. DEPT./BRANCH/DIVISION                                                                                |                                                                                                                                                                              | 3. BUREAU OR OFFICE<br>VSU                                                                                            |  |
| 5. WORK STATION/PLACE OF WORK<br>VSU                                                                    |                                                                                                                                                                              | 7a. SALARY P.A.: ₱ 181,488.00                                                                                         |  |
| 6a. PRES. APPRO. ACT/<br>BOARD RES/<br>ORD. NO. ADMIN. ASST. VI                                         |                                                                                                                                                                              | 7b. OTHER COMPENSATION RERA/ACA                                                                                       |  |
| 6b. PREV. APPRO. ACT/<br>BOARD RES/<br>ITEM NO. ADASG-17-2004                                           |                                                                                                                                                                              | 9. WORKING PROPOSED TITLE                                                                                             |  |
| 5. OFFICIAL DESIGNATION OF POSITION                                                                     |                                                                                                                                                                              | 11. OCCUPATION GROUP TITLE<br>(leave blank)                                                                           |  |
| 10. NAPCO CLASSIFICATION OF THIS POSITION                                                               |                                                                                                                                                                              | 12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS<br>MUNICIPALITY [ ] CITY [ ] PROVINCE [ ] |  |
| 1st [ ] 2nd [ ] 3rd [ ] 4th [ ] 5th [ ] 6th [ ]                                                         |                                                                                                                                                                              |                                                                                                                       |  |
| 13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets. |                                                                                                                                                                              |                                                                                                                       |  |
| Percent of Working Time: DUTIES                                                                         |                                                                                                                                                                              |                                                                                                                       |  |
| 50%                                                                                                     | Maintains & updates database management information on physical & financial data such as: budget allocation & obligation mgmt. system, fund utilization & other related data |                                                                                                                       |  |
| 20%                                                                                                     | Serves as the database administrator of the system: takes charge of backing-up the database, restore database in case of server failure and securing the database.           |                                                                                                                       |  |
| 15%                                                                                                     | Takes charge of maintaining the connectivity of the offices under the Finance Division (Accounting, Budget & cash) and other offices.                                        |                                                                                                                       |  |
| 5%                                                                                                      | Conducts continuous computer trainings on updates in software to be utilized by offices under the Finance Division                                                           |                                                                                                                       |  |
| 5%                                                                                                      | Takes charge in gathering & collating data and preparation of reports required by the government agencies.                                                                   |                                                                                                                       |  |
| 3%                                                                                                      | Does other duties assigned by the Director & higher offices.                                                                                                                 |                                                                                                                       |  |
| 100%                                                                                                    |                                                                                                                                                                              |                                                                                                                       |  |



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|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 16. POSITION TITLE OF IMMEDIATE SUPERVISOR<br>ADJUTANT 4193933-AM<br>DIRECTOR OF FINANCE | 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR<br>VICE PRESIDENT for ADMIN. & FINANCE |
|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|

18. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (List by their item nos. and titles)

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

| computer, printer, fax machine, photocopier, ballpen, stapler, puncher, scissor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                     |                                     |          |                |                          |                          |                |                          |                          |             |                                     |                          |            |                          |                                     |                  |                          |                                     |                                                                                                                                                                                                                                                                                            |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|----------|----------------|--------------------------|--------------------------|----------------|--------------------------|--------------------------|-------------|-------------------------------------|--------------------------|------------|--------------------------|-------------------------------------|------------------|--------------------------|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 18. CONTACT<br><br><table style="width: 100%;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </tbody> </table> |                                     | Occasional                          | Frequent | General Public | <input type="checkbox"/> | <input type="checkbox"/> | Other Agencies | <input type="checkbox"/> | <input type="checkbox"/> | Supervisors | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Management | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Others (Specify) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 19. WORKING CONDITION<br>Normal Working Condition <input checked="" type="checkbox"/> <span style="color: red;">P2A-4443A</span><br>Field work <input type="checkbox"/><br>Field Trips <input type="checkbox"/><br>Exposed to Varied Weather<br>Other's (Specify) <input type="checkbox"/> |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Occasional                          | Frequent                            |          |                |                          |                          |                |                          |                          |             |                                     |                          |            |                          |                                     |                  |                          |                                     |                                                                                                                                                                                                                                                                                            |  |
| General Public                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <input type="checkbox"/>            | <input type="checkbox"/>            |          |                |                          |                          |                |                          |                          |             |                                     |                          |            |                          |                                     |                  |                          |                                     |                                                                                                                                                                                                                                                                                            |  |
| Other Agencies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <input type="checkbox"/>            | <input type="checkbox"/>            |          |                |                          |                          |                |                          |                          |             |                                     |                          |            |                          |                                     |                  |                          |                                     |                                                                                                                                                                                                                                                                                            |  |
| Supervisors                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |          |                |                          |                          |                |                          |                          |             |                                     |                          |            |                          |                                     |                  |                          |                                     |                                                                                                                                                                                                                                                                                            |  |
| Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |          |                |                          |                          |                |                          |                          |             |                                     |                          |            |                          |                                     |                  |                          |                                     |                                                                                                                                                                                                                                                                                            |  |
| Others (Specify)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |          |                |                          |                          |                |                          |                          |             |                                     |                          |            |                          |                                     |                  |                          |                                     |                                                                                                                                                                                                                                                                                            |  |

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

3/25/2010  
Date

MA. ROBERTA S. MIRAFLORES  
Signature of Employee

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

Provides assistance & consultative on budgeting, accounting, auditing & other finance-related matters.

22. Describe briefly the general function of the position.

Maintains & updates database management information on physical & financial data such as Budget Allocations & Obligations Mgt. System

23. Indicate the required qualifications by years and kind of education considered in filling up a vacancy for this position. (Keep the position in mind rather than the qualifications of the present incumbent. This item should be filled for all positions other than teaching).

Education: Bachelor's degree relevant to the job  
 Experience: None required.

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

Civil Service Sub-Professional Eligibility

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

03/25/2010  
Date

ROBERTA C. LEMOS  
DIC, Director for Finance  
Signature and Title of Immediate Supervisor

25. APPROVED

03/25/2010  
Date

JOSE L. BACUSMO  
Head of Agency