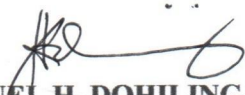

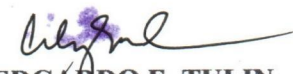


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between;"> DOHILING (Family Name) RAQUEL (Given Name) HERAMIS (Middle Name) </div>	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE Visayas State University	
4. DEPT./BRANCH/DIVISION Accounting Division		5. WORK STATION/PLACE OF WORK VSU, Visca, Baybay City, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD NO.	6b. PREV. APPRO. ACT/ BOARD RES/ ITEM NO. <i>VSU-ACD-1-DA 4-128-2004</i>	7a. SALARY P.A.: <i>₱179,896.40</i> 7b. OTHER COMPENSATION: PERA/ACA P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION ADMINISTRATIVE AIDE IV		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-between;"> MUNICIPALITY [] CITY [] PROVINCE [] </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div>1st []</div> <div>2nd []</div> <div>3rd []</div> <div>4th []</div> <div>5th []</div> <div>6th []</div> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of : Working Time:		DUTIES	
60 %	- Encodes individual remittances of premiums and loan repayments to agency's database.		
30 %	- Prepares monthly consolidated remittance lists to various agencies as supporting documents.		
5 %	- Prepares Annual Information Return of Income Tax withheld.		
5 %	- Performs other duties assigned by immediate supervisor from time to time.		
<hr style="width: 50px; margin: 0;"/> 100 %			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;">Division Head</div>	15. POSITION OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">Director of Finance</div>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list Only by their item nos. and titles) <div style="text-align: center;">None</div>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="text-align: center;">Computer, Printer, Photocopier, Calculator</div>																													
18. CONTACT <table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: center;">Occasional</td> <td style="text-align: center;">Frequent</td> </tr> <tr> <td>General Public</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </table>		Occasional	Frequent	General Public	[X]	[]	Other Agencies	[]	[X]	Supervisors	[]	[X]	Management	[X]	[]	Others (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border: none;"> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;">[]</td> </tr> </table>	Normal Working Condition	[X]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Other's (Specify)	[]
	Occasional	Frequent																											
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Field Work	[]																												
Field Trips	[]																												
Exposed to Varied Weather	[]																												
Other's (Specify)	[]																												
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <u>March 3, 2016</u> Date </div> <div style="text-align: center;">  RAQUEL H. DOHILING Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <div style="text-align: center;">Remittances</div>																													
22. Describe briefly the general function of the position. <div style="text-align: center;">To remit deductions to different agencies.</div>																													
23a. 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: Completion of two years studies in College. Experience:																													
23b. Licenses or certificates required to do this work, if any. <div style="text-align: center;">Certificate of Eligibility in Career Service Professional</div>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <hr style="width: 150px; border: 0.5px solid black;"/> Date </div> <div style="text-align: center;">  ERLINDA S. ESGUERRA Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <hr style="width: 150px; border: 0.5px solid black;"/> Date </div> <div style="text-align: center;">  EDGARDO E. TULIN Head of Agency </div> </div>																													