

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE ESGUERRA ERLINDA SACRO (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE VSCU	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK VSCU	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. VISCAB-AA-1-1998	
7a. SALARY P.A.: P 453,744.00		7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Instructor I Accountant 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 MUNICIPALITY [] CITY [] PROVINCE [] 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of : Working Time: D U T I E S			
15% Plans activities and supervises office staff			
60% Reviews and certifies financial documents			
10% Prepares communications and other related reports			
10% Controls cash releases (PCA)			
5% Others			

<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</p> <p><u>Chief Administrative Officer</u></p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</p> <p><u>Vice President for Admin and Finance</u></p>																												
<p>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)</p> <p><u>pls. see attach separate sheet...</u></p>																													
<p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</p> <p><u>computer, calculator,</u></p>																													
<p>18. CONTRACT</p> <table border="0" style="width: 100%;"><thead><tr><th></th><th style="text-align: center;"><u>Occasional</u></th><th style="text-align: center;"><u>Frequent</u></th></tr></thead><tbody><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;">[]</td></tr><tr><td>Supervisors</td><td style="text-align: center;">[]</td><td style="text-align: center;">[]</td></tr><tr><td>Management</td><td style="text-align: center;">[]</td><td style="text-align: center;">[]</td></tr><tr><td>Other (Specify)</td><td style="text-align: center;">[]</td><td style="text-align: center;">[]</td></tr></tbody></table>		<u>Occasional</u>	<u>Frequent</u>	General Public	[X]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	<p>19. WORKING CONDITION</p> <table border="0" style="width: 100%;"><tbody><tr><td>Normal Working Condition</td><td style="text-align: right;">[X]</td></tr><tr><td>Field Work</td><td style="text-align: right;">[]</td></tr><tr><td>Field Trips</td><td style="text-align: right;">[]</td></tr><tr><td>Exposed to Varied Weather</td><td style="text-align: right;">[]</td></tr><tr><td>Others (Specify)</td><td style="text-align: right;">[]</td></tr></tbody></table>	Normal Working Condition	[X]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
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<p>20. I CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 40%;"><p>_____</p><p style="text-align: center;">Date</p></div><div style="width: 40%; text-align: right;"><p><u><i>[Signature]</i></u></p><p>Signature of Employee</p></div></div>																													
<p>21. Describe briefly the general function of the Unit or Section.</p> <p><u>Provides comprehensive, reliable and timely financial data and reports in a given period and control over disbursements of the university</u></p>																													
<p>22. Describe briefly the general function of the position.</p> <p><u>Certifies as to availability of funds of the university, that all transaction are legal, entries are proper and supporting documents</u></p>																													
<p>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).</p> <p>Education: <u>B.S. in Commerce/Bus. Adm. major in Accounting.</u></p> <p>Experience: <u>3 yrs. of relevant experience; 16 hrs. of relevant training.</u></p>																													
<p>23b. Licenses or certificates required to do this work, if any.</p> <p><u>RA 1080</u></p>																													
<p>24. I HEREBY CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 40%;"><p>_____</p><p style="text-align: center;">Date</p></div><div style="width: 40%; text-align: right;"><p><u><i>[Signature]</i></u></p><p>Signature and Title of Immediate Supervisor</p></div></div>																													
<p>25. APPROVED:</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 40%;"><p>_____</p><p style="text-align: center;">Date</p></div><div style="width: 40%; text-align: right;"><p><u><i>[Signature]</i></u></p><p>JOSE L. BACUSMO Head of Agency</p></div></div>																													