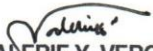
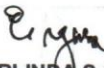


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 ,		1. POSITION TITLE (as authorized by DBM)  ADMINISTRATIVE AIDE IV			
2. ITEM NO.: VISCAB- ADA4-136-2004		3. SALARY GRADE :			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS					
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 <sup>st</sup> class <input type="checkbox"/> 2nd class <input type="checkbox"/> 3rd class <input type="checkbox"/> 4th class		<input type="checkbox"/> 5 <sup>th</sup> class <input type="checkbox"/> 6 <sup>th</sup> class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  VISAYAS STATE UNIVERSITY			6. BUREAU OR OFFICE  VSU, Baybay City, Leyte		
7. DEPARTMENT/BRANCH/DIVISION  Institute for Strategic Research and Development Studies			8. WORKSTATION/PLACE OF WORK  VSU , Baybay		
9. PRES, APPROP ACT		1. PREV. APPROP ACT		11. SALARY AUTHORIZED	12. OTHER
				P 12,674.00	ACA PERA P2,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR  Head, Accounting Office			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR  Director, Finance Office		
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED  none					
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK  Computer, Printer, Calculator, Ballpen, Pencil, Ruler, Stapler					
17. CONTACTS/CLIENTS/STAKEHOLDERS					
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive/Managerial Supervisors	( x )	( )	General Public	( )	( x )
Non Supervisors	( x )	( )	Other Agencies	( x )	( )
Staff	( )	( x )	Others (Please specify: Admin Offices	( )	( x )
18. WORKING CONDITION					
Office Work	( x )		Other/s (Please Specify)		
Field Work	( )				
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION  Processing financial documents in the university					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)  Provides support services to the remittances of faculty and staff in the university.					
21. QUALIFICATON STANDARDS					
21a. Education	21b. Experience		21c. Training	21d. Eligibility	
Completion of 2 years studies in college	1 year of relevant experience		4 hours of relevant training	C S (Subprofessional)1 <sup>ST</sup> Level	

<b>21e. CORE COMPETENCIES</b>	<b>Competency Level</b>
1. Exemplifying Integrity and Professionalism	2
2. Delivering Service Excellence	2
3. Communication Savvy	2
4. Interpersonal relationship management	2
5. Change Adaptation	2
6. Gender-responsive management	1
<b>21f. FUNCTIONAL COMPETENCIES</b>	<b>Competency Level</b>
1. Administrative Services Management	1
2. Accounting Management	1
3. Documents and Records Management	1
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>	<b>Competency Level</b>
1. Prepares mandatory remittances to government agencies (GSIS, Philhealth, Pag-ibig Fund, BIR) and other agencies.	1
a. Secure a copy of payroll upon completion and post the different deductions reflected on the payroll.	
b. Make overall balancing.	
c. Prepares listing of employees with corresponding deductions and sort per fund code for obligation.	
d. Prepares Budget Utilization Request and vouchers per agency.	
2. Prepares consolidated withholding tax report.	1
3. Prepares breakdown of Tax Remittance Advice monthly report (Main Campus and External Campus)	1
4. Prepares yearly report to BIR and monthly remittance online.	1
5. Prepares individual tax report (ITR) of employees and suppliers.	1
<b>23. ACKNOWLEDGMENT AND ACCEPTANCE</b>	
I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behaviour/conduct expectations contained herein.	
 <b>VALERIE Y. VERGIS</b> Employee's Name, Date and Signature	 <b>ERLINDA S. ESGUERRA</b> Supervisor's Name, Date and Signature