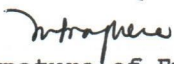
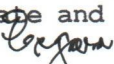



REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE NAPIERE, WILMA VALIENTE (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE VSU=Accounting Office	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	
7a. SALARY P.A.:		7b. OTHER COMPENSATION:	
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 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  25%- prepares Cash Receipts Journals of all Funds 20%- prepares quarterly Aging of Schedule of Cash Advances for Fund 101 & 101Trust 10%- prepares bank reconciliation for MDS 10%- prepares report of disbursement for fund 101/MDS 30%- posts entries to Subsidiary Ledgers for all cash advances, receivables, & cash in bank accounts of the University & CSIs 5%- prepares monthly consumption report of supplies and materials inventory for Fund 164			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR  Accountant IV/Head, Accounting Office	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  OIC-Finance Director																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)  N/A																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  computer, calculator																													
18. CONTRACT  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">Frequent</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>		Occasional	Frequent	General Public	[ X ]	[ ]	Other Agencies	[ ]	[ ]	Supervisors	[ ]	[ ]	Management	[ ]	[ ]	Other (Specify)	[ ]	[ ]	19. WORKING CONDITION  <table style="width: 100%; border-collapse: collapse;"> <tbody> <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>Others (Specify)</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>	Normal Working Condition	[ X ]	Field Work	[ ]	Field Trips	[ ]	Exposed to Varied Weather	[ ]	Others (Specify)	[ ]
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20. I CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>12/7/16</u> Date         </div> <div style="width: 45%; text-align: right;">  Signature of Employee         </div> </div>																													
21. Describe briefly the general function of the Unit or Section.  To maintain and safekeep the books of financial transactions of the University																													
22. Describe briefly the general function of the position.  To record and maintain the financial transactions and prepares financial reports																													
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: College Graduate  Experience:																													
23b. Licenses or certificates required to do this work, if any.  CSC Eligibility (Sub. Prop.)																													
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>Dec-07, 2016</u> Date         </div> <div style="width: 45%; text-align: right;">             ERLINDA S. ESCUERRA (Accountant IV) Signature and Title of Immediate Supervisor         </div> </div>																													
25. APPROVED:  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>                    </u> Date         </div> <div style="width: 45%; text-align: right;">             EDGARDO E. TULIN Head of Agency         </div> </div>																													