

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1 -

(Position Description Form)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT
LEYTE STATE UNIVERSITY

4. DEPT./BRANCH/DIVISION

1. NAME OF EMPLOYEE
CO JOCELYN TABARANZA

(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE
OFFICE OF THE DIRECTOR OF FINANCE

5. WORK STATION/PLACE OF WORK
Visca, Baybay, Leyte

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO.

**VISCAB-ADA4-
127-04**

7a. SALARY P.A.: **P78,264.00**

7b. OTHER COMPENSATION: **PERA/ACA**

8. OFFICIAL DESIGNATION OF POSITION
ADMINISTRATIVE AIDE IV

9. WORKING PROPOSED TITLE
ADMINISTRATIVE AIDE IV

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 attach additional sheets.

Percent of

Working Time :

DUTIES

65%

1. Receives, stamps facsimile, records & releases all documents in the Finance Office and secure copy of ACIC list of checks signed by the Director of Finance.

20%

2. Files records, communications & other documents & monitors charging out of same including books & other equipment of the office.

5%

3. Assists in the preparation of reports (reproduction) sorting and binding & prepares voucher for the payment of bills & other office expenses.

5%

4. Photocopies, sorts/records & distributes SAROs, NCAs, circulars and other issuances to concerned offices.

5%

5. Follows-up the submission of reports/required documents of other offices.

100%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">CHIEF ADMINISTRATIVE OFFICER</p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">VP-for Administration and Finance</p>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles)																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p style="text-align: center;">TYPEWRITER, COMPUTER, CALCULATOR, BALLPEN, LOGBOOK</p>																													
18. CONTACT <table style="width: 100%; border: none;"> <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;">[]</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input checked="" type="checkbox"/></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> </tbody> </table>		Occasional	Frequent	General Public	[]	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	[]	Supervisors	[]	<input checked="" type="checkbox"/>	Management	<input checked="" type="checkbox"/>	[]	Others (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border: none;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;"><input checked="" type="checkbox"/></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></td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>	Normal Working Condition	<input checked="" type="checkbox"/>	Field work	[]	Field Trips	[]	Exposed to Varied Weather		Other's (Specify)	[]
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21. Describe briefly the general function of the Unit or Section. Assists the administration in all phases of budgeting (preparation, execution and accountability) in coordination and consultation with different operating units and sees to it that all budgetary laws, rules and regulations are complies with.																													
22. Describe briefly the general function of the position. <p style="text-align: center;">CLERICAL FUNCTION</p>																													
23.a 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 2 years college course. Experience:																													
23b. Licenses or certificates required to do this work, if any. <p style="text-align: center;">CSC Sub-prof.eligibility</p>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="text-align: center;"><i>NV Cala</i></p> <p style="text-align: center;">NORMA V. CALA</p> <p style="text-align: center;">Signature and Title of Immediate Supervisor</p> </div> </div>																													
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