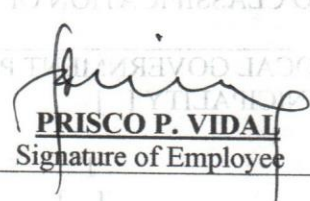

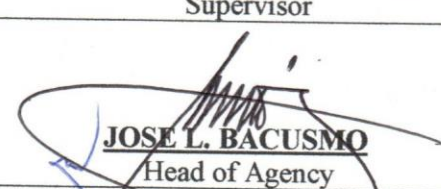


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE VIDAL PRISCO POLO (Family Name) (Given Name) (Middle Name)		
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE Visayas State University		
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.		7a. SALARY P.A.: P 141,012.00 7b. OTHER COMPENSATION: PERA/ACA P 24, 000.00
8. OFFICIAL DESIGNATION OF POSITION Administrative Aide IV		9. WORKING PROPOSED TITLE Administrative Aide VI		
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 [] 1 st 2 nd 3 rd 4 th 5 th 6 th [] [] [] [] [] []				
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.				
Percent of : Working Time:		DUTIES		
60 %		- Pre-audit vouchers, payroll, P.O. and other transactions; Posts cash advances and liquidations of supplies and materials.		
20 %		- Inspection of deliveries of supplies and materials, equipment and other services.		
20 %		- Witness to inventory of supplies and materials and equipment and other properties of the university and IGP Projects.		
100 %				
_____ Signature and Title of Immediate Supervisor		_____ Date		
_____ Signature and Title of Applicant		_____ Date		

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;">ballpen, calculator, pencil, tally counter, tape measure, typewriter, etc.</div>																			
18. CONTACT <table style="width: 100%;"> <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;">[]</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</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;">[]</td> <td style="text-align: center;">[X]</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 Normal Working Condition [X] Field Work [] Field Trips [] Exposed to Varied Weather [] Other's (Specify) []
	Occasional	Frequent																	
General Public	[]	[X]																	
Other Agencies	[X]	[]																	
Supervisors	[]	[X]																	
Management	[]	[X]																	
Others (Specify)	[]	[]																	
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <u>June 5, 2014</u> Date </div> <div style="text-align: center;">  PRISCO P. VIDAL Signature of Employee </div> </div>																			
21. Describe briefly the general function of the Unit or Section. <div style="text-align: center;">Auditing, posting and recording</div>																			
22. Describe briefly the general function of the position. <div style="text-align: center;">Pre-audit and inspection</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: Two years college/graduate Experience: 1																			
23b. Licenses or certificates required to do this work, if any. <div style="text-align: center;">Career Service Professional</div>																			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <hr style="width: 100px; 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; margin-top: 20px;"> <div style="text-align: center;"> <hr style="width: 100px; border: 0.5px solid black;"/> Date </div> <div style="text-align: center;">  JOSE L. BACUSMO Head of Agency </div> </div>																			