REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1		1. NAME OF EMPLOYEE VIDAL PRISCO POLO		
(Position Description Fo		(Family Name)	(Given Name) (Middle Na	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE Visayas State University		
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK		
	ter, tape measars,		isca, Baybay City, Leyte	
Accounting Division	EV. APPRO.	7a. SALARY P.A.:	P 141.012.00	410
ACT/ [X] as abnocac		Trequent		
BOARD RES/	ARD RES/ EM NO.	7b. OTHER COMPI	ENSATION: PERA/ACA P 24, 000.00	Other
	is 7 of 552eq	[X]	Street I	amil
8. OFFICIAL DESIGNATION OF POSITION		9. WORKING PROPOSED TITLE		roill()
Administrative Aide IV		Administrative Aide VI		
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)		
12. FOR LOCAL GOVERNMENT POST MUNICIPALITY []	TION, CHECK GO' CITY []		T AND UNIT'S CLASS DVINCE [] 100 2 mult	
Signific of Fingloyee	2 nd 3 rd	4 th 5 th	6 th	
[]	1 [1	1 [1		
 STATEMENT OF DUTIES AND RE attach additional sheets. 	SPONSIBILITIES.	If more space is need	ed, please	
Percent of :			- 17 - 10 straig and recording	DIBILE
Working Time:	D	ef the position all to	he briefly the general function	Desen
60 %	- Pre-audit vouche	ers, payroll, P.O. and o	other transactions;	Pre-au
in filling up a rosent	Posts cash advan	ces and liquidations of	f supplies and materials.	Indica vacan
	er than teaching).	d for all positions orb	ibent. This item should be fifte	
20 %	- Inspection of del	Inspection of deliveries of supplies and materials, equipment and other services.		
		iveries of supplies and	i materials, equipment and other	
		iveries of supplies and	81333403 6483 041	
20 %	services. - Witness to inven	31800	naterials and equipment and oth	Educ r
100 %	- Witness to inven properties of the	tory of supplies and n university and IGP P	naterials and equipment and oth	er mba
	- Witness to inven properties of the	tory of supplies and n university and IGP P	naterials and equipment and oth	er mba
W 001 ERLINDAS, ESCUERRA	- Witness to inven properties of the	tory of supplies and n university and IGP P	naterials and equipment and oth rojects.	er mba
W 001 ERLIVITY S. ESCHERRA gnature and I ale of humedance	- Witness to inven properties of the	tory of supplies and n university and IGP P	naterials and equipment and oth rojects.	er de la
© COME STREET	- Witness to inven properties of the	tory of supplies and n university and IGP P	naterials and equipment and oth rojects.	er de la
W 001 ERLIVITY S. ESCHERRA gnature and I ale of Immediate	- Witness to inven properties of the	tory of supplies and n university and IGP P	naterials and equipment and oth rojects.	er and a
W 001 ERLIVING SESCUERRA gnature and I ale of Immediate	- Witness to inven properties of the	tory of supplies and n university and IGP P	naterials and equipment and oth rojects.	er and a

14. POSITION TITLE OF IMMEDIATE SUPERVISOR	15. POSITION OF NEXT HIGHER
Division Head (omno Allena)	SUPERVISOR OF THE Director of Finance
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DON'T Only by their item nos. and titles)	DIRECTLY SUPERVISE (if more than (7) list
None 17 MACHINES EQUIPMENT TOOLS at a real real to	Visayas State Loiversity, Baybas City, Levie
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly	in performance of work. MOISMACH DIAMETER
ballpen, calculator, pencil, tally cou	nter, tape measure, typewriter, etc.
18. CONTACT	19. WORKING CONDITION ONGGA 2309
Occasional Frequent	Normal Working Condition [X]
General Public [] [X]	Field Work GAOG [] ZER GRAOG
Other Agencies [X]	Field Trips [] OVIDEO
Supervisors [] [X]	Exposed to Varied Weather []
Management Others (Specify)	Other's (Specify)
Others (Specify)	Administrative Vide 4V
20. I CERTIFY that the above answers are accurate and comp	
June 5, 2014 Date	PRISCO P. VIDAL
21. Describe briefly the general function of the Unit or Section Auditing, posting and recording	attach additional sheets execut of: :
22. Describe briefly the general function of the position.	orking Times Di
Pre-audit and inspection	50 0A
23a. Indicate the required qualifications by years and kind of evacancy for this position. (Keep the position in mind rath incumbent. This item should be filled for all positions of	er than the qualifications of the present
Education: Two years college/graduate	20 % - Inspection of deli
)	services.
Experience:	
Career Service Professional	20 % - Wimess to invent properties of the
24. I HEREBY CERTIFY that the above answers are accurate	
	and complete.
	and complete.
- Date	ERLINDA S. ESGUERRA
Date	ERLINDA S. ESGUERRA Signature and Title of Immediate
	ERLINDA S. ESGUERRA
	ERLINDA S. ESGUERRA Signature and Title of Immediate
Date 25. APPROVED	ERLINDA S. ESGUERRA Signature and Title of Immediate
	ERLINDA S. ESGUERRA Signature and Title of Immediate