

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 VSH - ACCOUNTING	
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. VISCAP-ADA3-190-2004	7a. SALARY P.A.: P24,812.00 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Admin. Aide III		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	
35% - Recording/encoding daily, obligated Purchase Orders, Vouchers, + Payrolls under 101 Trust Accounts to BAOM			
25% Controls and obligates vouchers, purchase orders and payrolls under 101 Trust Accts. for projects funded by DA-BAR, PhilRice, DOST, CHED + DOE.			
40% Prepares Liquidation/Financial Reports of projects funded by DA-BAR, PhilRice, DOST, CHED + DOE			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="font-size: 1.2em; font-family: cursive;">Accountant IV / Head, Acctg. Office</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="font-size: 1.2em; font-family: cursive;">Finance Director</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="font-size: 1.2em; font-family: cursive;">N/A</div>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="font-size: 1.2em; font-family: cursive;">computer, calculator</div>																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="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: right;">[X]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: right;">[]</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="text-align: center;"> <div style="font-size: 1.2em; font-family: cursive;">JUNE 13, 2013</div> <div style="font-size: 0.8em;">Date</div> </div> <div style="text-align: center;"> <div style="font-size: 1.2em; font-family: cursive;">[Signature]</div> <div style="font-size: 0.8em;">Signature of Employee</div> </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <div style="font-size: 1.2em; font-family: cursive;">To maintain and safekeep the books of financial transactions of the University</div>																													
22. Describe briefly the general function of the position. <div style="font-size: 1.2em; font-family: cursive;">To record and maintain the financial transactions of various projects under my custody to prepare financial reports of the project</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). <div style="font-size: 1.2em; font-family: cursive;">Education: 1. Completion of 2 years studies in college</div> <div style="font-size: 1.2em; font-family: cursive;">Experience:</div>																													
23b. Licenses or certificates required to do this work, if any. <div style="font-size: 1.2em; font-family: cursive;">CSC Sub-Prof. Eligibility</div>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <div style="font-size: 1.2em; font-family: cursive;">JUNE 13, 2013</div> <div style="font-size: 0.8em;">Date</div> </div> <div style="text-align: center;"> <div style="font-size: 1.2em; font-family: cursive;">[Signature]</div> <div style="font-size: 0.8em;">Signature and Title of Immediate Supervisor</div> <div style="font-size: 1.2em; font-family: cursive;">ERLINDA S. ESGUERRA Accountant IV / Head, Acctg. Office</div> </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <div style="border-bottom: 1px solid black; width: 100px; margin: 0 auto;"></div> <div style="font-size: 0.8em;">Date</div> </div> <div style="text-align: center;"> <div style="font-size: 1.2em; font-family: cursive;">[Signature]</div> <div style="font-size: 0.8em;">Head of Agency</div> <div style="font-size: 1.2em; font-family: cursive;">JOSE L. HACUSMO</div> </div> </div>																													