

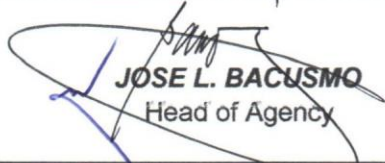


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <b>LAO MARVIN MADRAZO</b> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <b>VISAYAS STATE UNIVERSITY</b>		3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION <b>PERSONNEL RECORDS AND PERFORMANCE EVALUATION OFFICE</b>		5. WORK STATION/PLACE OF WORK <b>PRPEO, VSU, Visca, Baybay City, Leyte</b>	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.		6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. VISCAB-ADA4-115	
7a. SALARY P.A.: ₱108,000		7b. OTHER COMPENSATION: ₱74,000	
8. OFFICIAL DESIGNATION OF POSITION <b>Administrative Aide IV</b>		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 attach additional sheets.			
Percent of : Working Time : DUTIES			
70% Prepares payroll for salaries of regular employees; RATA, HONORARIUM, BONUS, ALLOWANCES, STIPEND OF SCHOLARS; and payroll for other benefits of all employees			
10% Prepares & prints payslips of regular employees			
10% Encodes net pay to LBP database			
10% Prepares & prints database report			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <b>SUPERVISING ADMINISTRATIVE OFFICER</b>		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  <b>DIRECTOR for ADMINISTRATION</b>	
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.  <b>COMPUTER</b>			
18. CONTACT		19. WORKING CONDITION	
	Occasional      Frequent	Normal Working Condition <input checked="" type="checkbox"/>	
General Public	<input checked="" type="checkbox"/> <input type="checkbox"/>	Field work <input type="checkbox"/>	
Other Agencies	<input type="checkbox"/> <input type="checkbox"/>	Field Trips <input type="checkbox"/>	
Supervisors	<input type="checkbox"/> <input type="checkbox"/>	Exposed to Varied Weather <input type="checkbox"/>	
Management	<input type="checkbox"/> <input type="checkbox"/>	Other's (Specify) <input type="checkbox"/>	
Others (Specify)	<input type="checkbox"/> <input type="checkbox"/>		
20. I CERTIFY that the above answers are accurate and complete.			
<u>August 1, 2015</u> Date		 <b>MARVIN M. LAO</b> Signature of Employee	
21. Describe briefly the general function of the Unit or Section.			
22. Describe briefly the general function of the position.  <b>PAYROLL PREPARATION</b>			
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:      Elementary School Graduate			
Experience:      none required			
23b. Licenses or certificates required to do this work, if any.			
24. I HEREBY CERTIFY that the above answers are accurate and complete.			
   Date		 <b>TERESITA L. QUIÑANOLA</b> Signature and Title of Immediate Supervisor	
25. APPROVED   Date		 <b>JOSE L. BACUSMO</b> Head of Agency	