

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE DOHILING RAQUEL HERAMIS (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE ACCOUNTING DIVISION - VSU MAIN CAMPUS	
4. DEPT./BRANCH/DIVISION ACCOUNTING		5. WORK STATION/PLACE OF WORK BAYBAY CITY, LEYTE	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		7a. SALARY P.A.: P 115,536.00 7b. OTHER COMPENSATION: P 24,000.00	
6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. VISCAB-ADA3-191-2004			
8. OFFICIAL DESIGNATION OF POSITION ADMINISTRATIVE 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			
50%	Prepares monthly and special payroll.		
10%	Prepares payroll payment slip.		
20%	Prepares payroll register and database report for ATM Landbank.		
5%	Prepares distribution of salaries per function code.		
10%	Checks, reviews, computes, and prepares payroll of part-time instructors.		
5%	Other duties assigned by the immediate supervisor.		
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR DIVISION HEAD / ADMIN. OFFICER V	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR CHIEF ADMIN. OFFICER / ACCOUNTANT IV																														
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. COMPUTER, PRINTER																															
18. CONTRACT <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">General public</td> <td style="width: 33%; text-align: center;">☒</td> <td style="width: 33%; 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> </table>	General public	☒	☐	Other Agencies	☐	☐	Supervisors	☐	☐	Management	☐	☐	Other (Specify)	☐	☐	19. WORKING CONDITION <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Normal Working Condition</td> <td style="width: 33%; text-align: center;">☒</td> <td style="width: 33%; text-align: center;">☐</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">☐</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> </table>	Normal Working Condition	☒	☐	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. Date May 26, 2011 Signature of Employee <i>[Signature]</i>																															
21. Describe briefly the general function of the Unit or Section. Provides comprehensive & reliable data and report in a given period & controls over all expenditures of the University.																															
22. Describe briefly the general function of the position. Clerical services.																															
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: Completion of 2 years studies in College. Experience:																															
23b. Licenses or certificates required to do this work, if any. CSC Sub-Prof.																															
24. I HEREBY CERTIFY that the above answers are accurate and complete. Date <i>[Signature]</i> ERINDA S. BSGARRA / Div. Head, Accts. Supervisor Signature and Title of Immediate Supervisor Supervisor																															
25. APPROVED: Date <i>[Signature]</i> JOSE L. BACUSMO Head of Agency																															