

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

4. DEPT./BRANCH/DIVISION

Acctg. Div,

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO. **VISCAB-ADA4-141-04**

1. NAME OF EMPLOYEE

Vidal Prisco Polo

(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

state university

5. WORK STATION/PLACE OF WORK

LSU, VISCA, Baybay, Leyte

7a. SALARY P.A.: **82,212.00**

7b. OTHER COMPENSATION: **PERA/ACA**

12,000.00

8. OFFICIAL DESIGNATION OF POSITION

Administrative Aide IV

9. WORKING PROPOSED TITLE

Administrative Aide IV

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

60%

1. Pre-audit vouchers, payrolls, P.O. ~~and other~~ transactions

2. Posts cash advances, suppliers and contractors withholding tax.

20%

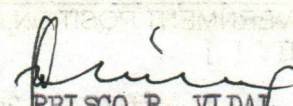
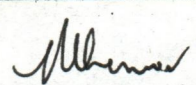

3. Inspection of deliveries of supplies, materials, equipment and other services.

20%

4. Witness to the disposal of waste materials, inventory of materials and equipment, working animals and other properties of the university.

ROBERTA C. LIMON

Accountant IV

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;"> ROBERTA C. LEMOS Accountant IV </div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;"> Financial & Mngt. Officer </div>																												
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. <div style="text-align: center;"> ballpen, calculator, pencil, tally counter, weighing scale, tape measure, typewriter, etc. </div>																													
18. CONTACT <table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Occasional	Frequent	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	19. WORKING CONDITION <table style="width: 100%; border: none;"> <tbody> <tr> <td>Normal Working Condition</td> <td></td> </tr> <tr> <td>Field work</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>	Normal Working Condition		Field work	<input checked="" type="checkbox"/>	Field Trips	<input checked="" type="checkbox"/>	Exposed to Varied Weather	<input checked="" type="checkbox"/>	Other's (Specify)	<input type="checkbox"/>
	Occasional	Frequent																											
General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>																											
Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>																											
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>																											
Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>																											
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>																											
Normal Working Condition																													
Field work	<input checked="" type="checkbox"/>																												
Field Trips	<input checked="" type="checkbox"/>																												
Exposed to Varied Weather	<input checked="" type="checkbox"/>																												
Other's (Specify)	<input type="checkbox"/>																												
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <u>Nov. 18, 2004</u> Date </div> <div style="width: 45%; text-align: right;">  PRISCO P. VIDAL Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <div style="text-align: center; margin-top: 10px;"> Auditing, posting and recording </div>																													
22. Describe briefly the general function of the position. <div style="text-align: center; margin-top: 10px;"> pre-audit and inspection </div>																													
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) <div style="margin-top: 10px;"> Education: Two years in college-graduate. Experience: none </div>																													
23b. Licenses or certificates required to do this work, if any. ^{sub-} <div style="text-align: center; margin-top: 10px;"> career service/professional eligibility </div>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> _____ Date </div> <div style="width: 45%; text-align: right;">  ROBERTA C. LEMOS Accountant IV Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> _____ Date </div> <div style="width: 45%; text-align: right;">  PACIENCIA P. MILAN Head of Agency </div> </div>																													