

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE Flandez (Family Name) Arlin (Given Name) Bravo (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION Internal Audit Service Office		5. WORK STATION/PLACE OF WORK VISCA, Baybay City, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: 7b. OTHER COMPENSATION:	
8. OFFICIAL DESIGNATION OF POSITION Administrative Aide VI		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			
30%	1. Reviews monthly Financial Report of all IGP/STF projects of the University.		
20%	2. Verifies the figures indicated in the daily production report and purchase of stocks for sale and sales record of VSU Bakery and Pavilion.		
15%	3. Prepares corresponding working paper for the results of the above review.		
15%	4. Prepares working paper, daily occupancy report for comparison of cash sales report of all VSU lodging projects.		
5%	5. Prepares communication to concerned projects manager for late submission of monthly reports.		
5%	6. Conduct a periodic reconciliation of te control of accounts with the subsidiary ledger, accounting and property records of selected equipment acct.		
5%	7. Prepares documents necessary for the procurement of supplies and materials for office consumption.		
5%	8. Assist the office head in the conduct of special audit assigned by the office.		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Internal Auditor VI	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR President																												
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, Stapler, Calculator																													
18. CONTRACT <table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: center; border-bottom: 1px solid black;">Occasional</td> <td style="text-align: center; border-bottom: 1px solid black;">Frequent</td> </tr> <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> </table>		Occasional	Frequent	General Public	[X]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border: none;"> <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> </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;"> October 7, 2016 _____ Date </div> <div style="text-align: center;"> ARLIN B. FLANDEZ _____ Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. Evaluating and monitoring the internal control System of the University.																													
22. Describe briefly the general function of the position. Reviewing and verifying all project reports of the University .																													
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: two year course Experience: one year experience																													
23b. Licenses or certificates required to do this work, if any. CSC Sub-Professional Eligibility.																													
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;"> October 7, 2016 _____ Date </div> <div style="text-align: center;"> LOUELLA C. AMPAG, INTERNAL AUDITOR IV _____ Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> October 7, 2016 _____ Date </div> <div style="text-align: center;"> EDGARDO E. TULIN Head of Agency </div> </div>																													