
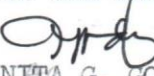



REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE Manatad, Teresita Granada (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY	
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. VISCAD - ADG-89-2004	
7a. SALARY P.A.: ₱ 151,052.00		7b. OTHER COMPENSATION: ₱ 74,000	
8. OFFICIAL DESIGNATION OF POSITION Admin. Aide VI		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION N/A		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			
40% Controls and obligates all funds under STF. 10% Earmarks as to availability of funds of all request against STF. 15% Maintain subsidiary ledger of all STF projects and post all income and expenses to the respective account codes and provide updated balances. 10% keeps file all report of STF projects and Fund Transfer. 10% Encode all BUR files monthly. 5% Post statement of billing charge against to the different office/center of the university. 5% Generate Status of Income/obligation & balances monthly. 5% Do other duties assigned by the Budget Office.			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR  Administrative Officer III	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  Chief Administrative Officer																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)  NONE																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.																													
18. CONTRACT <table border="0"><thead><tr><th></th><th><u>Occasional</u></th><th><u>Frequent</u></th></tr></thead><tbody><tr><td>General Public</td><td>[ X ]</td><td>[ ]</td></tr><tr><td>Other Agencies</td><td>[ ]</td><td>[ ]</td></tr><tr><td>Supervisors</td><td>[ ]</td><td>[ ]</td></tr><tr><td>Management</td><td>[ ]</td><td>[ ]</td></tr><tr><td>Other (Specify)</td><td>[ ]</td><td>[ ]</td></tr></tbody></table>		<u>Occasional</u>	<u>Frequent</u>	General Public	[ X ]	[ ]	Other Agencies	[ ]	[ ]	Supervisors	[ ]	[ ]	Management	[ ]	[ ]	Other (Specify)	[ ]	[ ]	19. WORKING CONDITION <table border="0"><tbody><tr><td>Normal Working Condition</td><td>[X ]</td></tr><tr><td>Field Work</td><td>[ ]</td></tr><tr><td>Field Trips</td><td>[ ]</td></tr><tr><td>Exposed to Varied Weather</td><td>[ ]</td></tr><tr><td>Others (Specify)</td><td>[ ]</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>_____ Date</div><div> TERESITA G. MANATAD Signature of Employee</div></div>																													
21. Describe briefly the general function of the Unit or Section.  controls & obligates as to availability of funds																													
22. Describe briefly the general function of the position.  Assist in the control of allotment of funds																													
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 college study Experience: NONE																													
23b. Licenses or certificates required to do this work, if any.  Passed the career sub professional examination																													
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"><div>_____ Date</div><div> ANITA G. GODOY Signature and Title of Immediate Supervisor</div></div>																													
25. APPROVED:  <div style="display: flex; justify-content: space-between;"><div>_____ Date</div><div> EDGARDO E. TULIN Head of Agency</div></div>																													