

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>MIRAFLORES</span> <span>MARIA ROBERTA</span> <span>STA. IGLESIA</span> </div> <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 2px;"> <span>(Family Name)</span> <span>(Given Name)</span> <span>(Middle Name)</span> </div>											
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT <div style="margin-top: 5px;">Visayas State University, Baybay City, Leyte</div>		3. BUREAU OR OFFICE <div style="margin-top: 5px;">VISAYAS STATE UNIVERSITY</div>											
4. DEPT./BRANCH/DIVISION <div style="margin-top: 5px;">OFFICE of the DIRECTOR for FINANCE</div>		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. <i>USCAM-ADOFI-20-2004</i>	7a. SALARY P.A.: ₱212,760.00 7b. OTHER COMPENSATION: ₱24,000.00											
8. OFFICIAL DESIGNATION OF POSITION <div style="margin-top: 5px;">ADMINISTRATIVE OFFICER I</div>		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 <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>MUNICIPALITY <input type="checkbox"/></span> <span>CITY <input checked="" type="checkbox"/></span> <span>PROVINCE <input type="checkbox"/></span> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px; font-size: small;"> <div>1st <input type="checkbox"/></div> <div>2nd <input type="checkbox"/></div> <div>3rd <input type="checkbox"/></div> <div>4th <input type="checkbox"/></div> <div>5th <input type="checkbox"/></div> <div>6th <input type="checkbox"/></div> </div>													
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.													
<div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <span>Percent of : Working Time:</span> <span>D U T I E S</span> </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: right; vertical-align: top;">40%</td> <td style="vertical-align: top;">Maintains and updates database management information on physical &amp; financial data</td> </tr> <tr> <td style="text-align: right; vertical-align: top;">25%</td> <td style="vertical-align: top;">Gather data from other offices for the budget proposals and budget reports</td> </tr> <tr> <td style="text-align: right; vertical-align: top;">20%</td> <td style="vertical-align: top;">Consolidate data for submission to DDM, CHED, NEDA, PASUC, Congress and Senate</td> </tr> <tr> <td style="text-align: right; vertical-align: top;">15%</td> <td style="vertical-align: top;">Does other duties assigned by the Director for Finance and higher offices.</td> </tr> <tr> <td style="text-align: right; vertical-align: top; border-top: 1px solid black;">100%</td> <td></td> </tr> </table>				40%	Maintains and updates database management information on physical & financial data	25%	Gather data from other offices for the budget proposals and budget reports	20%	Consolidate data for submission to DDM, CHED, NEDA, PASUC, Congress and Senate	15%	Does other duties assigned by the Director for Finance and higher offices.	100%	
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<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</p> <p style="text-align: center;"><b>CHIEF ADMINISTRATIVE OFFICER - FINANCE</b></p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</p> <p style="text-align: center;"><b>VICE PRESIDENT FOR ADMIN. &amp; FINANCE</b></p>																												
<p>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)</p>																													
<p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</p> <p style="text-align: center;"><i>PC, Printer, Scanner, Fax Machines, Telephones, Book Binder, Photo Copier, ballpen, puncher</i></p>																													
<p>18. CONTRACT</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> </thead> <tbody> <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> </tbody> </table>		Occasional	Frequent	General Public	[ X ]	[ ]	Other Agencies	[ ]	[ ]	Supervisors	[ ]	[ ]	Management	[ ]	[ ]	Other (Specify)	[ ]	[ ]	<p>19. WORKING CONDITION</p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <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> </tbody> </table>	Normal Working Condition	[ X ]	Field Work	[ ]	Field Trips	[ ]	Exposed to Varied Weather	[ ]	Others (Specify)	[ ]
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<p>20. I CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p style="text-align: center;"><u>October 11, 2016</u> Date</p> </div> <div style="width: 45%; text-align: center;">   <p>Signature of Employee</p> </div> </div>																													
<p>21. Describe briefly the general function of the Unit or Section.</p> <p style="margin-top: 10px;"><i>- Provides assistance &amp; consultations on budgeting, accounting, auditing &amp; other finance-related matters</i></p>																													
<p>22. Describe briefly the general function of the position.</p> <p style="margin-top: 10px;"><i>- Maintains, submits and updates database management information on physical and financial data.</i></p>																													
<p>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).</p> <p style="margin-top: 10px;">Education: <i>Bachelor's degree relevant to the job</i></p> <p style="margin-top: 10px;">Experience:</p>																													
<p>23b. Licenses or certificates required to do this work, if any.</p> <p style="margin-top: 10px;"><i>CSC Sub-Professional and Professional Eligibility</i></p>																													
<p>24. I HEREBY CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p style="text-align: center;"><u>October 11, 2016</u> Date</p> </div> <div style="width: 45%; text-align: center;"> <p><i>Louella C. Ampac</i>  <b>LOUELLA C. AMPAC</b>              Director for Finance              Signature and Title of Immediate Supervisor</p> </div> </div>																													
<p>25. APPROVED:</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p style="text-align: center;">_____ Date</p> </div> <div style="width: 45%; text-align: center;">   <b>EDGARDO E. TULIN</b>              Head of Agency           </div> </div>																													