

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE		
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		SACRO CELSO FRADES		
		(Family Name) (Given Name) (Middle Name)		
4. DEPT./BRANCH/DIVISION ACCOUNTING OFFICE		3. BUREAU OR OFFICE VSU		
5a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.		5. WORK STATION/PLACE OF WORK VSU		
6b. PREV. APPRO. ACT/ BOARD RES/ ITEM NO. ULS CAP		7a. SALARY P.A.: ₱ 96,960.40		
6. OFFICIAL DESIGNATION OF POSITION ADMINISTRATIVE AIDE III		7b. OTHER COMPENSATION PERA/ACA ADA-3-104-2004		
10. WAPCO CLASSIFICATION OF THIS POSITION		9. WORKING PROPOSED TITLE ADMINISTRATIVE AIDE III		
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS		11. OCCUPATION GROUP TITLE (leave blank)		
MUNICIPALITY []		CITY [X] PROVINCE []		
1st [] 2nd []		4th [] 5th [X] 6th []		
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.				
Percent of Working Time : DUTIES				
40% : PREPARES MONTHLY REMITTANCES TO DIFFERENT GOVERNMENT & PRIVATE AGENCIES.				
20% : PREPARES TAX REMITTANCE ADVICE (TRA) FOR SUBMISSION TO BIR, BAYBAY CITY, DENTE				
20% : ENCODE GSIS/PAG-IBIG/PHILHEALTH CONTRIBUTION & LOANS TO DATABASE FOR SUBMISSION				
10% : PREPARES ANNUAL INFORMATION RETURN OF INCOME TAX (COMPENSATION, EMPLOYER & VAT)				
10% : PREPARES INCOME TAX RETURN TO ALL ASBY EMPLOYEES				
100%				

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <u>Head, Accounting Division</u>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <u>FINANCE MANAGEMENT DIVISION</u>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (List only by their item nos. and titles)																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <u>computer, calculator, pens, printer, etc.</u>																													
18. CONTACT <table style="width: 100%; border-collapse: collapse;"> <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;">☐</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>Others (Specify)</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	☐	☒	Other Agencies	☐	☐	Supervisors	☐	☒	Management	☐	☐	Others (Specify)	☐	☐	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">☒</td> </tr> <tr> <td>Field work</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;">☐</td> </tr> </tbody> </table>	Normal Working Condition	☒	Field work	☐	Field Trips	☐	Exposed to Varied Weather	☐	Other's (Specify)	☐
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20. I CERTIFY that the above answers are accurate and complete. <u>MARCH 25, 2010</u> Date Signature of Employee																													
21. Describe briefly the general function of the Unit or Section. <u>PROCESS VOUCHERS, PAYROLL & OTHER FINANCIAL DOCUMENTS</u>																													
22. Describe briefly the general function of the position. <u>PREPARES MONTHLY, REMITTANCES & SUBMIT TO THEIR RESPECTIVE AGENCIES</u>																													
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). Education: <u>Completion of two years studies in college.</u> Experience:																													
23b. Licenses or certificates required to do this work, <u>CSC Sub-prof.</u>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. _____ Date <u>ROBERTA C. LEMOS</u> Signature and Title of Immediate Supervisor																													
25. APPROVED _____ Date <u>JOSE L. PACUSMO</u> Head of Agency																													