

REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC Form No. 1 (Position Description Form)		FLORES, ALICIA MIANA (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VSU	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK VSU	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ADA 4-172. 04	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. ADAR-132-2004	7a. SALARY P.A.: P 104,556.0077	
		7b. OTHER COMPENSATION ERA/ACA P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Administrative Aide IV		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 [ ]		4th [ ] 5th [ ] 6th [ ]	
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Period of : Working Time :			
DUTIES			
10 %	Supervises the staff under OVPAF		
10 %	Prepares official communications of VP for Admin. & Finance.		
20 %	Checks and countersigns documents, Administrative, Financial and other related documents for signature of VPAF.		
10 %	Records and monitors the status and financial transactions of infrastructure projects under OVPAF.		
15%	Keeps, maintains records and monitors daily operation of VSU administered Income Generating Projects.		
5 %	Records and monitors the MRs of VPAF.		
5 %	Prepares Memoranda and circulars issued by the OVPAF		
5 %	Prepares and monitors the working appointment of VPAF		
5 %	Attends important meeting of VPAF		
5 %	Entertains official visitors and answer queries.		
5 %	Maintains orderly filing system of OVPAF		
5 %	Does other jobs that may be assigned by VPAF from time to time.		
100 %			



14. POSITION TITLE OF IMMEDIATE SUPERVISOR Vice President for Admin. & Finance	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR President
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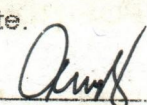
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (list only by their item nos. and titles)

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  
Computer, typewriter, calculator & fax machine

18. CONTACT	Occasional	Frequent	19. WORKING CONDITION
General Public	<input type="checkbox"/>	<input type="checkbox"/>	Normal Working Condition
Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>	Field work <input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Field Trips <input type="checkbox"/>
Management	<input type="checkbox"/>	<input type="checkbox"/>	Exposed to Varied Weather
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	Other's (Specify) <input type="checkbox"/>

20. I CERTIFY that the above answers are accurate and complete.

3-25-10  
Date

  
Signature of Employee

21. Describe briefly the general function of the Unit or Section.  
Administration and management of human/non-human and financial resources of the university.

22. Describe briefly the general function of the position.  
Checks, maintains records and attends administrative activities and other related matters.

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: Completion of two years studies in college.

Experience:

23b. Licenses or certificates required to do this work,  
CSC Sub-prof. eligibility.

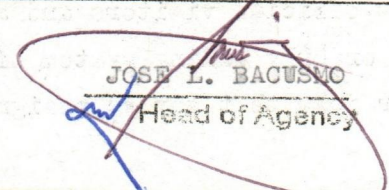
24. I HEREBY CERTIFY that the above answers are accurate and complete.

3-25-10  
Date

  
ROBERTO S. GARATE, VPAF  
Signature and Title of Immediate Supervisor

25. APPROVED

Date

  
JOSE L. BACUSMO  
Head of Agency