
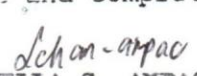



REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE CO JOCELYN TABARANZA (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE OFFICE OF THE DIRECTOR OF FINANCE	
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. N/SCM - ADMG - 99-2004		7a. SALARY P.A.: ₱ 155,052.11 7b. OTHER COMPENSATION: P24,000	
8. OFFICIAL DESIGNATION OF POSITION ADMIN. AIDE VI		9. WORKING PROPOSED TITLE ADMIN. AIDE VI	
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			
70%	1. Receives, stamps facsimile, records & releases all documents in the Finance Office and secure copy of ACIG list of checks signed by the Director of Finance.		
15%	2. Files records, communications & other documents & monitors charging out of same books & other equipment of the office.		
5%	3. Assists in the preparation of reports (reproduction sorting & binding) & prepares voucher for the payment of bills & other office expenses.		
5%	4. Photocopies, sorts/records & distributes SAROs, NCAs, circulars and other issuances to concerned offices.		
5%	5. Performs other functions that may be assigned from time to time.		
100%			

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14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">DIRECTOR OF FINANCE</p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">PRESIDENT</p>																												
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. <p style="text-align: center;">COMPUTER, TYPEWRITER, CALCULATOR, FAX MACHINE, TELEPHONE, BALLPEN</p>																													
18. CONTRACT <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;">[]</td><td style="text-align: center;">[X]</td></tr><tr><td>Other Agencies</td><td style="text-align: center;">[X]</td><td style="text-align: center;">[]</td></tr><tr><td>Supervisors</td><td style="text-align: center;">[]</td><td style="text-align: center;">[X]</td></tr><tr><td>Management</td><td style="text-align: center;">[X]</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	[X]	[]	Supervisors	[]	[X]	Management	[X]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"><tbody><tr><td>Normal Working Condition</td><td style="text-align: center;">[X]</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>Others (Specify)</td><td style="text-align: center;">[]</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="text-align: right; margin-top: 10px;"> JOCELYN T. GO Signature of Employee</div>																													
21. Describe briefly the general function of the Unit or Section. <p style="text-align: center;">Assists the administration in all phases of budgeting (preparation, execution and accountability) in coordination and consultation with different operating units and sees to it that all budgetary laws, rules and regulations are complies with.</p>																													
22. Describe briefly the general function of the position. <p style="text-align: center;">CLERICAL FUNCTION</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). Education: Completion of 2 years college course. Experience: None required																													
23b. Licenses or certificates required to do this work, if any. CSC Sub - Prog. Eligibility.																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="text-align: right; margin-top: 10px;"> LOUELLA C. AMPAG OIC-Director of Finance Signature and Title of Immediate Supervisor</div>																													
25. APPROVED: <div style="text-align: right; margin-top: 10px;"> JOSE L. BACUSMO Head of Agency</div>																													