Republic o	of the Philippines	143 1133 121, 517	POSITION TITLE (as approve parenthetical title	ed by authorized agency) with	
POSITION D	ESCRIPTION FORM SC Form No. 1 ersion No. 1 , s. 2017)	A TANK		21. QUALUE DATION S CANDA S C 18. Celle III 3DIA 3VITA Completion of 2 years	
2. ITEM NUMBER			3. SALARY GRADE	979H00 (1.8a(b))	
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4. FOR LOCAL GOVERNM	IENT POSITION, EN	UMERATE G	OVERNMENTAL UNIT AND CLAS	SS	
☐ Province ☐ City ☐ Municipality	State College	☐ 1st ☐ 2nd ☐ 3rd	Class Class Class Class	☐ 5th Class ☐ 6th Class ☐ Special	
5. DEPARTMENT, CORPO LOCAL GOVERNMENT		CYI	6. BUREAU OR OFFICE		
STATE UNIVERSITY & COLLEGES			VISAYAS STATE UNIVERSITY		
7. DEPARTMENT / BRANC	CH / DIVISION		8. WORKSTATION / PLACE OF	WORK	
	NTING OFFICE	standards, mater	rely to	n, Baybay City	
9. PRESENT APPROP ACT	10. PREVIOUS APP	ROP ACT	11. SALARY AUTHORIZED	12. OTHER	
N/A	N/A	m of Na Peeb of	693.86/day	ACA PERA - 2,000.00	
13. POSITION TITLE OF IN	MEDIATE SUPERV	ISOR	14. POSITION TITLE OF NEXT	HIGHER SUPERVISOR	
OIC, Head	Accounting Office	e in responsing t	Director	of Finance	
15. POSITION TITLE, AND			PERVISED nly by their item numbers and titles	1	
POSI	ITION TITLE	even (1) not of		NUMBER	
16. MACHINE, EQUIPMEN	IT, TOOLS, ETC., US	SED REGULA	RLY IN PERFORMANCE OF WOI	RK	
			ator, Photocopier, ledgers, Pen and	d Pencil	
17. CONTACTS / CLIENTS			T - 7-1 - 2 - 2		
17a. Internal Executive / Managerial Supervisors Non-Supervisors Staff	Occasional	Frequent	General Public Other Agencies Others (Please Specify):	Occasional Frequent	
18. WORKING CONDITION	V				
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20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

Employee's Name, Date and Signature

NICK FREDDY R BELLO 12/6/24 Supervisor's Name, Date and Signature