

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

1. NAME OF EMPLOYEE
MANATAD, TERESITA GRANADA

(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

LEYTE STATE UNIVERSITY

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

6a. PRES. APPRO.

ACT/
BOARD RES/
ORD. NO.

6b. PREV. APPRO

ACT/
BOARD RES/
ITEM NOVISCAB-BAI-2-2002

7a. SALARY P.A.:

7b. OTHER COMPENSATION: PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION
Budgeting Aide

9. WORKING PROPOSED TITLE

10. WAPCO CLASSIFICATION OF THIS POSITION

N/A

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 attach additional sheets.

Percent of
Working Time :

DUTIES

- 25% 1. Controls Allotment of all Income Generating Projects & Special Trust Funds.
- 10% 2. Earmarks as to availability of funds of all request charge against IGP & STF.
- 10% 3. Posts/records approved BUS in Registry of Budget for Utilization of Agency Income.
- 25% 4. Maintain Subsidiary Ledger of all IGP & STF projects & post all Income & expenses to the respective account codes and provide update balances.
- 20% 5. Submit monthly report of obligations to the Office Head 5 days after end of each month.
- 10% 6. Monitors & recapitulate Statement of billings charged against Fund 101 and effect transfer of amounts from the requesting unit to the servicing unit.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">Budget Officer III</p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">FMO II</p>																		
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) NONE																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.																			
18. CONTACT <table style="width: 100%; border: none;"> <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 Normal Working Condition Field work [] Field Trips [] Exposed to Varied Weather Other's (Specify) []
	Occasional	Frequent																	
General Public	[]	[]																	
Other Agencies	[]	[]																	
Supervisors	[]	[]																	
Management	[]	[]																	
Others (Specify)	[]	[]																	
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u>December 29, 2004</u> Date </div> <div style="text-align: center;"> TERESITA G. MANATAD Signature of Employee </div> </div>																			
21. Describe briefly the general function of the Unit or Section. <p style="text-align: center;">Controls & Obligates as to availability of funds.</p>																			
22. Describe briefly the general function of the position. <p style="text-align: center;">Assist in the control and allotment of funds.</p>																			
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 2 years college study. Experience: None																			
23b. Licenses or certificates required to do this work, if any. <p style="text-align: center;">Passed the Career Sub-Professional Examination.</p>																			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> _____ Date </div> <div style="text-align: center;"> VELMA P. BONTUYAN Budget Officer III _____ Signature and Title of Immediate Supervisor </div> </div>																			
25. APPROVED <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> _____ Date </div> <div style="text-align: center;"> PACIENCIA P. MILAN Head of Agency </div> </div>																			