

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE Flandez Arlin Bravo (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE SUC	
4. DEPT./BRANCH/DIVISION Cash Division		5. WORK STATION/PLACE OF WORK LSU, VISCA, Baybay, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. Regular	7a. SALARY P.A.: 7b. OTHER COMPENSATION: PERA/ACA 6,522.00/month 1,000.00	
8. OFFICIAL DESIGNATION OF POSITION Clerk II		9. WORKING PROPOSED TITLE Administrative Aide IV	
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 [x] CITY [] PROVINCE [] 1st 2nd 3rd 4th 5th 6th [x] [] [] [] [] []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time : DUTIES			
25%	Prepares and types checks for all funds.		
25%	Records vouchers paid by checks to its corresponding bank books.		
20%	Prepares Advice of checks Issued and Cancelled.		
10%	Prepares SLCI and NCA Utilization.		
5%	Prepares transmittal for Cebu and Manila suppliers.		
5%	Prepares monthly remittances to GSIS, BIR, HDMF and other related agency.		
5%	Maintains bank book balances of all funds.		
5%	Takes charge of the proper distribution of the checks and attached O.R. to the corresponding vouchers.		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;">Supervisor Administrative Officer</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">Director of Administration</div>																		
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. Typewriter, checkwriter calculator, puncher, stapler, remover, computer with printer and scissor																			
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;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Occasional	Frequent	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	19. WORKING CONDITION Normal Working Condition Field work <input type="checkbox"/> Field Trips <input type="checkbox"/> Exposed to Varied Weather Other's (Specify) <input type="checkbox"/>
	Occasional	Frequent																	
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>Nov. 22, 2004</u> Date </div> <div style="text-align: center;"> <u>ARLIN B. FLANDEZ</u> Signature of Employee </div> </div>																			
21. Describe briefly the general function of the Unit or Section. The Unit is entrusted with the cash management, safe-keeping and disbursements of funds of the University and funds from other agencies and foreign grants entrusted to LSU.																			
22. Describe briefly the general function of the position. Takes charge in preparing checks and updating bank book balances.																			
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 year college work. Experience: none																			
23b. Licenses or certificates required to do this work, if any.																			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>Nov. 22, 2004</u> Date </div> <div style="text-align: center;"> <u>CORAZON U. NUEVO</u> Signature and Title of Immediate Supervisor </div> </div>																			
25. APPROVED <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>Nov. 22, 2004</u> Date </div> <div style="text-align: center;"> <u>PACIENCIA P. MILAN</u> Head of Agency </div> </div>																			