

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE ALVARADO HERMINIA RABANZO (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VSU, Visca, Baybay City, Leyte	
4. DEPT./BRANCH/DIVISION ACCOUNTING OFFICE		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. 6b. PREV. APPRO ACT/ ACT/ BOARD RES/ BOARD RES/ ORD. NO. ORD. NO. ITEM NO. ITEM NO.		7a. SALARY P.A.: 7b. OTHER COMPENSATION:	
8. OFFICIAL DESIGNATION OF POSITION Administrative Aide III		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 [] 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			
60%	- Posts salaries, honorarium, overtime, stipend, RATA etc. Of Regular staff, partimers and PCC regular staff in their respective index of payment.		
25%	- Prepares draft of all deductions for remittance.		
5%	- Updates employees records in the database (loans, salary increase, change of status etc.)		
5%	- Process updates of records to Philhealth, PAG-IBIG & TIN Application and updates to BIR.		
5%	- Cleans the office, the CR and surroundings - Performs messengerial fnctions.		
<hr/> 100 %			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Division Head	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Director of Finance
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. CONTRACT General Public Other Agencies Supervisors Management Other (Specify)	19. WORKING CONDITION Normal Working Condition Field Work Field Trips Exposed to Varied Weather Others (Specify)
20. I CERTIFY that the above answers are accurate and complete. October 07, 2015 Date	HERMINIA R. ALVARADO Signature of Employee
21. Describe briefly the general function of the Unit or Section.	
22. Describe briefly the general function of the position.	
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: Two years college/graduate Experience:	
23b. Licenses or certificates required to do this work, if any.	
24. I HEREBY CERTIFY that the above answers are accurate and complete. Date	ERLINDA S. ESGUERRA Signature and Title of Immediate Supervisor
25. APPROVED: Date	JOSE L. BACUSMO Head of Agency