

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)	1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>ESGUERRA (Family Name)</span> <span>ERLY (Given Name)</span> <span>SACRO (Middle Name)</span> </div>
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  Visayas State University, Baybay City, Leyte	3. BUREAU OR OFFICE  VSU
4. DEPT./BRANCH/DIVISION	5. WORK STATION/PLACE OF WORK  VSU
<div style="display: flex;"> <div style="flex: 1;">           6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.         </div> <div style="flex: 1;">           6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. <i>USCAR-ADA3-189-2004</i> </div> </div>	7a. SALARY P.A.: <i>₱ 170,596.00</i>  7b. OTHER COMPENSATION: <i>₱ 24.00</i>
8. OFFICIAL DESIGNATION OF POSITION  <i>Admin. Aide III</i>	9. WORKING PROPOSED TITLE
10. WAPCO CLASSIFICATION OF THIS POSITION	11. OCCUPATION GROUP TITLE (leave blank)
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>MUNICIPALITY [ ]</span> <span>CITY [ ]</span> <span>PROVINCE [ ]</span> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>1st [ ]</span> <span>2nd [ ]</span> <span>3rd [ ]</span> <span>4th [ ]</span> <span>5th [ ]</span> <span>6th [ ]</span> </div>	
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.	
<div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <span>Percent of : Working Time:</span> <span>DUTIES</span> </div> <div style="margin-top: 20px;"> <p><i>30 % Controls, Obligates, Earmarks fund under IGP.</i></p> <p><i>30 % Maintain Subsidiary Ledger under IGP Projects &amp; Posts Income to the respective account codes &amp; file BUR/voucher &amp; payrolls under IGP funds.</i></p> <p><i>30 % Prepare liquidation of obligation and gather data and assist in the preparation of FARS.</i></p> <p><i>10 % Do other tasks assigned from time to time.</i></p> </div>	

<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</p> <p style="text-align: center; font-size: 1.2em;">Head, Budget Office</p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</p> <p style="text-align: center; font-size: 1.2em;">Director of Finance</p>																												
<p>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)</p> <p style="text-align: center;">None</p>																													
<p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</p> <p style="text-align: center;">Computer, calculator, printer</p>																													
<p>18. CONTRACT</p> <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)	[ ]	[ ]	<p>19. WORKING CONDITION</p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[ ]</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	[ ]	Field Work	[ ]	Field Trips	[ ]	Exposed to Varied Weather	[ ]	Others (Specify)	[ ]
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<p>20. I CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 50%; text-align: right;"> <p style="text-align: center;">             Signature of Employee         </p> </div> </div>																													
<p>21. Describe briefly the general function of the Unit or Section.</p> <p style="text-align: center; font-size: 1.1em;">Certify as to availability of funds.</p>																													
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<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).</p> <p>Education: Completion of two years studies in College.</p> <p>Experience:</p>																													
<p>23b. Licenses or certificates required to do this work, if any.</p> <p style="text-align: center; font-size: 1.1em;">CSC Sub-Prof Eligibility</p>																													
<p>24. I HEREBY CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 50%; text-align: right;"> <p style="text-align: center;">             ANITA G. GODOY            Signature and Title of Immediate Supervisor         </p> </div> </div>																													
<p>25. APPROVED:</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 50%; text-align: right;"> <p style="text-align: center;">             EDGARDO E. TULIN            Head of Agency         </p> </div> </div>																													