

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

AURBO MARICEL VALORIA
(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

ACCOUNTING OFF.

4. DEPT./BRANCH/DIVISION

ACCOUNTING DIVISION

5. WORK STATION/PLACE OF WORK

LSU, Baybay, Leyte

6a. PRES. APPRO.

6b. PREV. APPRO

ACT/

ACT/

BOARD RES/

BOARD RES/

ORD. NO.

ITEM NO, **LS**

7a. SALARY P.A.:

₱274.50/day

7b. OTHER COMPENSATION: **PERA/ACA**

8. OFFICIAL DESIGNATION OF POSITION

Clerk I

9. WORKING PROPOSED TITLE

Clerk I

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 attach additional sheets.

Percent of
Working Time :

DUTIES

45%

Controls and process DA-BAR, UPLB-DA, CHED, GTZ-LIP, PHILRICE & other projects transactions.

45 %

Prepared financial reports of DA-BAR UPLB-DA, CHED, GTZ-LIP, PHILRICE & other projects.

10 %

Perform other duties assigned from time to time

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

ACCOUNTANT II

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

ACCOUNTANT IV

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.

COMPUTER, TYPEWRITER, TYPEWRITER

18. CONTACT

Occasional Frequent

General Public	[]	[X]
Other Agencies	[]	[]
Supervisors	[]	[X]
Management	[]	[]
Others (Specify)	[]	[]

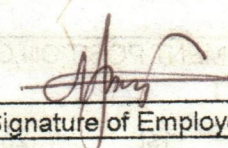
19. WORKING CONDITION

Normal Working Condition	[X]
Field work	[]
Field Trips	[]
Exposed to Varied Weather	[]
Other's (Specify)	[]

20. I CERTIFY that the above answers are accurate and complete.

AUGUST 31, 2004

Date


Signature of Employee

21. Describe briefly the general function of the Unit or Section.

CONTROLS ADJUTMENT

22. Describe briefly the general function of the position.

CLERICAL WORKS

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 yrs studies in college.**

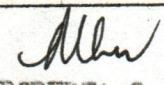
Experience: **not required**

23b. Licenses or certificates required to do this work, if any.

none

24. I HEREBY CERTIFY that the above answers are accurate and complete.

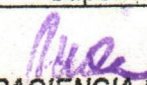
Date


ROBERTA C. LEMOS
Accountant IV

Signature and Title of Immediate Supervisor

25. APPROVED

Date


PACIENCIA P. MILAN
Head of Agency