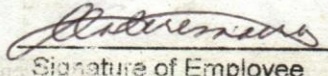
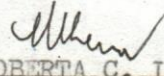
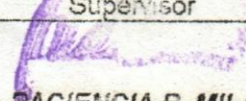


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE CRUZ MARIA TERESA ACO (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT LEYTE STATE UNIVERSITY		3. BUREAU OR OFFICE LSU	
4. DEPT./BRANCH/DIVISION ACCOUNTING DIVISION		5. WORK STATION/PLACE OF WORK LSU	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.		6b. PREV. APPRO. ACT/ BOARD RES/ ITEM NO.	
7a. SALARY P.A.:		7b. OTHER COMPENSATION: PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION ACCOUNTANT II		9. WORKING PROPOSED TITLE ACCOUNTANT II	
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 []	
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	
40%		Pre-audit vouchers, payrolls and other documents	
10%		Post journals to General Ledger	
15%		Prepares Monthly Trial Balance	
10%		Prepares monthly and quarterly schedule of AP/Due and Demandable	
5%		Prepares quarterly reports required by FMO and Planning Office	
5%		Prepares Annual Report to Accountancy Office	
5%		Analyze the Accounts Receivable - student accounts	
10%		Acts as OIC in the absence of office head.	
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR ACCOUNTANT IV	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR DIRECTOR FOR 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. CALCULATOR, JOURNALS, OFFICE TABLES, COMPUTER, ETC.																													
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 checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	19. WORKING CONDITION <table style="width: 100%; border: none;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Field work</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>	Normal Working Condition	<input checked="" type="checkbox"/>	Field work	<input type="checkbox"/>	Field Trips	<input type="checkbox"/>	Exposed to Varied Weather	<input type="checkbox"/>	Other's (Specify)	<input type="checkbox"/>
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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="width: 45%;"> <u>JANUARY 2, 2007</u> Date </div> <div style="width: 45%; text-align: right;">  Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. Controls allotment and keeps custody of Books of Accounts of the College.																													
22. Describe briefly the general function of the position. Records transactions, controls allotments and expenditures, etc.																													
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: BACHELOR OF SCIENCE IN COMMERCE MAJOR IN ACCOUNTING Experience: 1 YEAR OF RELEVANT EXPERIENCE / 4 MRS. OF RELEVANT TRAINING																													
23b. Licenses or certificates required to do this work, if any. CERTIFIED PUBLIC ACCOUNTANT (CPA)																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> _____ Date </div> <div style="width: 45%; text-align: right;">  ROBERTA C. LEMOS, Accountant IV Signature and Title of immediate Supervisor </div> </div>																													
25. APPROVED <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> _____ Date </div> <div style="width: 45%; text-align: right;">  PACIENCIA P. MILAN Head of Agency </div> </div>																													