

# REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

2. DEPARTMENT, CORPORATION OR AGENCY/  
LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY

4. DEPT./BRANCH/DIVISION

Accounting Division

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ITEM NO.

1. NAME OF EMPLOYEE

MENDOZA MA. MELISSA F.

(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

LSU

5. WORK STATION/PLACE OF WORK

LSU, VISCA, BAYBAY, LEYTE

7a. SALARY P.A. 78,264.00

7b. OTHER COMPENSATION:

8. OFFICIAL DESIGNATION OF POSITION

Reproduction Machine Operator 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 [ ]

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

40%

- Prepares/types/processes vouchers

20%

- Prepares and maintains suppliers index card

15%

- Control & monitor purchase orders

5%

- Answers quires of suppliers/requisitioners about the status of POs & vouchers for collection.

20%

- Reproduce various documents as supporting to financial reports for submission to different funding agencies.

100%

<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</p> <p style="text-align: center;"><b>Accountant IV</b></p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</p> <p style="text-align: center;"><b>Director of Finance</b></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>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</p> <p style="text-align: center;"><b>Computer, Calculator, Typewriter and Stapler.</b></p>																			
<p>18. CONTACT</p> <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 checked="" 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 checked="" type="checkbox"/>	<p>19. WORKING CONDITION</p> <p>Normal Working Condition <input type="checkbox"/></p> <p>Field work <input type="checkbox"/></p> <p>Field Trips <input type="checkbox"/></p> <p>Exposed to Varied Weather <input type="checkbox"/></p> <p>Other's (Specify) <input type="checkbox"/></p>
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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: 45%;"> <p><u>Nov. 15, 2004</u></p> <p>Date</p> </div> <div style="width: 45%; text-align: right;"> <p>  <u>MA. MELISSA E. MONDOZA</u>  Signature of Employee</p> </div> </div>																			
<p>21. Describe briefly the general function of the Unit or Section.</p> <p style="text-align: center;"><b>control of NCA, processing of vouchers and preparation of reports.</b></p>																			
<p>22. Describe briefly the general function of the position.</p> <p style="text-align: center;"><b>Posts, prepares report and segregates paid payrolls and vouchers.</b></p>																			
<p>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).</p> <p>Education: <b>completion of two years studies in college.</b></p> <p>Experience: <b></b></p>																			
<p>23b. Licenses or certificates required to do this work, if any.</p> <p style="text-align: center;"><b>CSC Sub-Prof. eligibility</b></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: 45%;"> <p><u>Nov. 15, 2004</u></p> <p>Date</p> </div> <div style="width: 45%; text-align: right;"> <p>  <u>ROBERTA C. LEMOS</u>  <b>Accountant IV</b>  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: 45%;"> <p>_____</p> <p>Date</p> </div> <div style="width: 45%; text-align: right;"> <p>  <u>PACIENCIA P. MILAN</u>  Head of Agency</p> </div> </div>																			