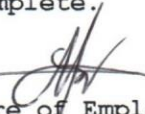




REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <b>AUREO      MARICEL      VALORIA</b> (Family Name)      (Given Name)      (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE <b>CASH DIVISION</b>	
4. DEPT./BRANCH/DIVISION <b>CASH DIVISION</b>		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		7a. SALARY P.A.: <b>₱139,876-</b>  7b. OTHER COMPENSATION: <b>₱74.00.</b>	
6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. <b>USCAB-ADA4-173-2004</b>			
8. OFFICIAL DESIGNATION OF POSITION <b>Administrative Aide IV</b>		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 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:			
<p style="text-align: center;"><b>D U T I E S</b></p> <ol style="list-style-type: none"> <li>1. Collects tuition and other fees of students</li> <li>2. Collects payments of other income for the university</li> <li>3. Prepares Report of Disbursement for 101 Trust, STF Cebu and 101 Trust Cebu</li> </ol>			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <b>SUPERVISING ADMINISTRATIVE OFFICER</b>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  <b>DIRECTOR OF FINANCE</b>																		
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)  <div style="display: flex; justify-content: space-between;"> <span><b>CORAZON V. NUEVO</b></span> <span><b>LOVELLA C. AMPAC</b></span> </div>																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <b>COMPUTER? CALCULATOR? PHOTO COPIER, MONEY COUNTING MACHINE</b>																			
18. CONTRACT  <table style="width: 100%;"> <thead> <tr> <th></th> <th style="text-align: center;"><u>Occasional</u></th> <th style="text-align: center;"><u>Frequent</u></th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[ ]</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>		<u>Occasional</u>	<u>Frequent</u>	General Public	[ ]	[ ]	Other Agencies	[ ]	[ ]	Supervisors	[ ]	[ ]	Management	[ ]	[ ]	Other (Specify)	[ ]	[ ]	19. WORKING CONDITION Normal Working Condition [ ] Field Work [ ] Field Trips [ ] Exposed to Varied Weather [ ] Others (Specify) [ ]
	<u>Occasional</u>	<u>Frequent</u>																	
General Public	[ ]	[ ]																	
Other Agencies	[ ]	[ ]																	
Supervisors	[ ]	[ ]																	
Management	[ ]	[ ]																	
Other (Specify)	[ ]	[ ]																	
20. I CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>March 4, 2015</u> Date           </div> <div style="text-align: right;">  Signature of Employee           </div> </div>																			
21. Describe briefly the general function of the Unit or Section.  <b>Collects payments and payment of agency's obligation</b>																			
22. Describe briefly the general function of the position.  <b>Collects student's tuition and other fees and other income of the university</b>																			
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: Graduate of any four year course related to banking and finance Experience: at least 2 years in book keeping																			
23b. Licenses or certificates required to do this work, if any.  <b>CSE Prof and non-Prof</b>																			
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>March 4, 2016</u> Date           </div> <div style="text-align: right;">   <b>CORAZON V. NUEVO !/ SUPERVISING ADMIN OFFICER</b>              Signature and Title of Immediate Supervisor           </div> </div>																			
25. APPROVED:  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>                    </u> Date           </div> <div style="text-align: right;">   <b>EDGARDO E. TULIN</b>              Head of Agency           </div> </div>																			