

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE NAPIERE WILMA VALIENTE (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE VSU- Acctg. Division	
4. DEPT./BRANCH/DIVISION Acctg. Division		5. WORK STATION/PLACE OF WORK Acctg. Division	
6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. 6b. PREV. APPRO ACT/BOARD RES/ORD. NO. ITEM NO.		7a. SALARY P.A.: 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Admin Aide		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: D U T I E S			
- To Obligate vouchers, payrolls, purchase orders - monitors 101 Trust Projects - DA-BAR - PHARUE - DOST - Prepare Financial Reports of the Projects - Encodes all obligations of 101 Trust Accounts, to BAOM - Other related work for Financial Reports Preparation			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Accountant IV / Head Acctg. Div.

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Finance Director

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)

N/A

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

computer, photo copier

18. CONTRACT

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

19. WORKING CONDITION -

Normal Working Condition	[X]
Field Work	[]
Field Trips	[]
Exposed to Varied Weather	[]
Others (Specify)	[]

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

Jan. 12, 2012
Date

Intorpin
Signature of Employee

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

to process transactions and provide financial reports to special projects of the university

22. Describe briefly the general function of the position.

to process transactions and provide financial reports to special projects being handled.

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: Completion of Secondary course.
Experience:

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

N/A

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

01 - 12 - 2012
Date

Erigar
ERLINDA S. ES GUERRA
Accountant IV / Head, Acctg. Div.
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

Jose L. Bacusmo
JOSE L. BACUSMO
Head of Agency