

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE MILLA _____ NORBERTO _____ ESPEJO (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University		3. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY	
4. DEPT./BRANCH/DIVISION DMPS, VSU		5. WORK STATION/PLACE OF WORK VISAYAS STATE UNIVERSITY	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. VISCAB-INST3-40-2004	
7a. SALARY P.A.: P 182,172.00		7b. OTHER COMPENSATION:	
8. OFFICIAL DESIGNATION OF POSITION Instructor III		9. WORKING PROPOSED TITLE Instructor III	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CLER GOVERNMENT 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		DUTIES	
80% 20%		Teaches mathematics and statistics courses Does related works.	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR College Dean	
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item titles)			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Books, chalk, eraser, handouts, calculator, computer etc.			
18. CONTRACT		19. WORKING CONDITION	
	Occasional	Equipment	Normal Working Condition [/]
General Public	[]	[/]	Field Work []
Other Agencies	[/]	[]	Field Trips []
Supervisors	[]	[/]	Exposed to Varied Weather []
Management	[/]	[]	Others (Specify) []
Other (Specify)	[]	[]	
20. I CERTIFY that the above answers are accurate and complete. <div>5/15/09 Date</div> <div>NORBERTO E. MILLA Signature of Employee</div>			
21. Describe briefly the general function of the Unit or Section To conduct research, instruction and extension.			
22. Describe briefly the general function of the position. To conduct research, instruction and extension.			
23a. Indicate the required qualifications by years and kind of education considered in filling up a vacancy for position. (Keep the position in mind rather than the qualifications of the present incumbent. This item should be for all positions) Education: B.S. degree in the area of specialization Experience: 10 years			
23b. Licenses or certificates required to do this work, if any.			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div>25 May 2009 Date</div> <div>REMBERTO A. PATINDOL Signature and Title of Immediate Supervisor</div>			
25. APPROVED: <div>Date</div> <div>JOSE L. BACUSMO Head of Agency</div>			