

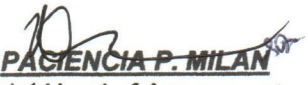


<b>REPUBLIC OF THE PHILIPPINES</b> BC-CSC Form No. 1 (Position Description Form)		<b>1. NAME OF EMPLOYEE</b> <b>CESAR, MAGDALENE, ARAZO</b> (Family Name) (Given Name) (Middle Name)	
<b>2. DEPARTMENT, CORPORATION OR AGENCY/</b> <b>LOCAL GOVERNMENT</b> <b>VISAYAS STATE UNIVERSITY</b>		<b>3. BUREAU OR OFFICE</b> <b>VSU</b>	
<b>4. DEPT./BRANCH/DIVISION</b> <b>Department of Computer Science and Technology</b>		<b>5. WORK STATION/PLACE OF WORK</b> <b>LSU, Visca, Baybay, Leyte</b>	
<b>6a. PRES. APPRO.</b> ACT/	<b>6b. PREV. APPRO</b> ACT/	<b>7a. SALARY P.A.:</b> <b>147,408.00</b>	
<b>BOARD RES/</b> <b>ORD. NO.</b>	<b>BOARD RES/</b> <b>ITEM NO. VISCAD-11971-20-2005</b>	<b>7b. OTHER COMPENSATION:</b> <b>PERA/ACA</b>	
<b>8. OFFICIAL DESIGNATION OF POSITION</b> <b>Instructor I</b>		<b>9. WORKING PROPOSED TITLE</b>	
<b>10. WAPCO CLASSIFICATION OF THIS POSITION</b>		<b>11. OCCUPATION GROUP TITLE</b> (leave blank)	
<b>12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS</b> MUNICIPALITY <input type="checkbox"/> CITY <input type="checkbox"/> PROVINCE <input type="checkbox"/> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div>1st <input type="checkbox"/></div> <div>2nd <input type="checkbox"/></div> <div>3rd <input type="checkbox"/></div> <div>4th <input type="checkbox"/></div> <div>5th <input type="checkbox"/></div> <div>6th <input type="checkbox"/></div> </div>			
<b>13. STATEMENT OF DUTIES AND RESPONSIBILITIES.</b> If more space is needed, please attach additional sheets.			
Percent of Working Time :		<b>DUTIES</b>	
<b>80% -</b>		<b>Teach Computer Science and Agriculture Engineering subjects.</b>	
<b>15% -</b>		<b>Provides technical assistance in system development.</b>	
<b>5% -</b>		<b>Do other duties as assigned by the department head.</b>	
<b>100%</b>			
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 45%;"> <p style="text-align: center;"> <b>Winston M. Tabada</b>            Signature and Title of Immediate Supervisor         </p> <p style="text-align: center;"> <b>PACENCIA P. MILAN</b>            Head of Agency         </p> </div> <div style="width: 45%; text-align: right;"> <p>APPROVED</p> <p>Date</p> </div> </div>			

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<b>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  <div style="text-align: center;"><b>Department Head</b></div>	<b>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  <div style="text-align: center;"><b>College Dean</b></div>																												
<b>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE</b> (if more than ( 7 ) list only by their item nos. and titles)																													
<b>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</b> <div style="text-align: center;"><b>Computer unit, calculator etc.</b></div>																													
<b>18. CONTACT</b> <table style="width: 100%;"><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;">[ ]</td><td style="text-align: center;">[x]</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>Others (Specify)</td><td style="text-align: center;">[ ]</td><td style="text-align: center;">[ ]</td></tr></tbody></table>		Occasional	Frequent	General Public	[ ]	[x]	Other Agencies	[ ]	[ ]	Supervisors	[ ]	[ ]	Management	[ ]	[ ]	Others (Specify)	[ ]	[ ]	<b>19. WORKING CONDITION</b> <table style="width: 100%;"><tbody><tr><td>Normal Working Condition</td><td style="text-align: center;">[ ]</td></tr><tr><td>Field work</td><td style="text-align: center;">[ ]</td></tr><tr><td>Field Trips</td><td style="text-align: center;">[ ]</td></tr><tr><td>Exposed to Varied Weather</td><td style="text-align: center;">[ ]</td></tr><tr><td>Other's (Specify)</td><td style="text-align: center;">[ ]</td></tr></tbody></table>	Normal Working Condition	[ ]	Field work	[ ]	Field Trips	[ ]	Exposed to Varied Weather	[ ]	Other's (Specify)	[ ]
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<b>20. I CERTIFY that the above answers are accurate and complete.</b> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="text-align: center;"><u>October 16, 2007</u> Date</div><div style="text-align: center;"> <b>MAGDALENE A. CESAR</b> Signature of Employee</div></div>																													
<b>21. Describe briefly the general function of the Unit or Section.</b> <div style="text-align: center;"><b>To conduct instruction.</b></div>																													
<b>22. Describe briefly the general function of the position.</b> <div style="text-align: center;"><b>To conduct instruction.</b></div>																													
<b>23.a</b> 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: <b>Bachelor's degree in the area of specialization.</b>  Experience:																													
<b>23b.</b> Licenses or certificates required to do this work, if any.																													
<b>24. I HEREBY CERTIFY that the above answers are accurate and complete.</b> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="text-align: center;"><hr style="width: 150px;"/> Date</div><div style="text-align: center;"> <b>WINSTON M. TABADA</b> Signature and Title of Immediate Supervisor</div></div>																													
<b>25. APPROVED</b> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="text-align: center;"><hr style="width: 150px;"/> Date</div><div style="text-align: center;"> <b>PACENCIA P. MILAN</b> ✓ Head of Agency <span style="float: right;">OIC 10/23/07</span></div></div>																													