

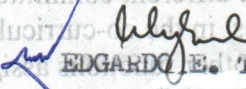


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE PAQUIBULAN PAULA NADREA MORALES (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT DLABS Visayas State University		3. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPROP ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: 7b. OTHER COMPENSATION:	
8. OFFICIAL DESIGNATION OF POSITION INSTRUCTOR I		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 [X] PROVINCE [] 1 st [] 2 nd [] 3 rd [] 4 th [] 5 th [] 6 th []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time		D U T I E S	
85%	1. Teaches assigned subject and performs other teaching related functions, among others the following: a) Prepares teaching materials/guides and submit to department head. b) Conducts examination (mid/final/long hours/quizzes). c) Checks test papers and return 1 week after exam. d) Submits grade sheet and turn over class records to department head two weeks after final examination.		
5%	2. Member in different committees.		
5%	3. Participates in the co-curricular activities.		
5%	4. Performs other functions assigned by the department head.		
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR DEPARTMENT HEAD		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR DEAN																													
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)																															
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computer, calculator, charts, class records, board eraser, etc.																															
18. CONTRACT		19. WORKING CONDITION																													
<table border="0"> <tr> <td></td> <td>Occasional</td> <td>Frequent</td> </tr> <tr> <td>General Public</td> <td>[]</td> <td>[x]</td> </tr> <tr> <td>Other Agencies</td> <td>[]</td> <td>[]</td> </tr> <tr> <td>Supervisors</td> <td>[]</td> <td>[]</td> </tr> <tr> <td>Management</td> <td>[]</td> <td>[]</td> </tr> <tr> <td>Other (Specify)</td> <td>[]</td> <td>[]</td> </tr> </table>			Occasional	Frequent	General Public	[]	[x]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	<table border="0"> <tr> <td>Normal Working Condition</td> <td>[X]</td> </tr> <tr> <td>Field Work</td> <td>[]</td> </tr> <tr> <td>Field Trips</td> <td>[]</td> </tr> <tr> <td>Exposed to Varied Whether</td> <td>[]</td> </tr> <tr> <td>Others (Specify)</td> <td>[]</td> </tr> </table>		Normal Working Condition	[X]	Field Work	[]	Field Trips	[]	Exposed to Varied Whether	[]	Others (Specify)	[]
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20. I CERTIFY that the above answers are accurate and complete.																															
<u>October 15, 2015</u> Date		 PAULA NADREA M. PAQUIBULAN Signature of Employee																													
21. Describe briefly the general function of the Unit or Section. <i>A service department to teach the students through quality instruction, to improve productivity, profitability, equity & well-being of the University as a whole.</i>																															
22. Describe briefly the general function of the position. <i>To serve technical/academic department through Instruction by teaching the basic subject/graduate courses at the dept., explore possibilities on research and extension in relation to university thrusts.</i>																															
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. These items should be filled for all positions other than teaching).																															
Education: <i>Masteral degree in the field of specialization.</i> Experience:																															
23b. Licenses or certificates required to do this work, if any.																															
24. I HEREBY CERTIFY that the above answers are accurate and complete.																															
<u>10-19-15</u> Date		 ANNIE P. GRAVOSO, Head Signature and Title of Immediate Supervisor																													
25. APPROVED:		 EDGARDO E. TULAN President Head of Agency																													
Date																															