

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span>Siares (Family Name)</span> <span>Mildred (Given Name)</span> <span>Mergal (Middle Name)</span> </div>	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  Visayas State University, Baybay City, Leyte	3. BUREAU OR OFFICE		
4. DEPT./BRANCH/DIVISION Education	5. WORK STATION/PLACE OF WORK		
6a. PRES. APPRO.      6b. PREV. APPRO ACT/                      ACT/ BOARD RES/            BOARD RES/ ORD. NO.                ORD. NO. ITEM NO.                ITEM NO.		7a. SALARY P.A.:  7b. OTHER COMPENSATION: P 24,000.00	
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 <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>MUNICIPALITY [ ]</span> <span>CITY [ ]</span> <span>PROVINCE [ ]</span> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div>1st [ ]</div> <div>2nd [ ]</div> <div>3rd [ ]</div> <div>4th [ ]</div> <div>5th [ ]</div> <div>6th [ ]</div> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
<div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <span>Percent of : Working Time:</span> <span>DUTIES</span> </div> <div style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> <span>85%</span> <span>1. Teaches assigned subject and performs other teaching related functions, among others the following:</span> </div> <div style="margin-left: 40px;">           a) Prepared 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.         </div> </div> <div style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> <span>5%</span> <span>2. Member in different committees.</span> </div> </div> <div style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> <span>5%</span> <span>3. Participate in the co-curricular activities.</span> </div> </div> <div style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> <span>5%</span> <span>4. Perform other functions assigned by the Department Head.</span> </div> </div> <div style="display: flex; justify-content: space-between;"> <span>100%</span> <span></span> </div>			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <div style="text-align: center; font-size: 1.2em;">Principal</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  <div style="text-align: center; font-size: 1.2em;">Dean of Teachers Education</div>																												
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.  <div style="text-align: center; font-size: 1.2em;">teaching materials</div>																													
18. CONTRACT  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[ X ]</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>		Occasional	Frequent	General Public	[ X ]	[ ]	Other Agencies	[ ]	[ ]	Supervisors	[ ]	[ ]	Management	[ ]	[ ]	Other (Specify)	[ ]	[ ]	19. WORKING CONDITION  <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[ X ]</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>Others (Specify)</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>	Normal Working Condition	[ X ]	Field Work	[ ]	Field Trips	[ ]	Exposed to Varied Weather	[ ]	Others (Specify)	[ ]
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20. I CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <u>5/29/2012</u> Date         </div> <div style="text-align: center;">  Signature of Employee         </div> </div>																													
21. Describe briefly the general function of the Unit or Section.  <div style="text-align: center; font-size: 1.2em;">Impart Basic Education to high school students.</div>																													
22. Describe briefly the general function of the position.  <div style="text-align: center; font-size: 1.2em;">Impart social studies concept and ideologies to high school students</div>																													
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: <i>B. S. degree in the area of specialization.</i>  Experience:																													
23b. Licenses or certificates required to do this work, if any.  <div style="text-align: center; font-size: 1.2em;">(License Examination for Teachers) Teachers License</div>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <u>05-29-12</u> Date         </div> <div style="text-align: center;">   <b>ROLANDO H. ARPILLEDA</b>            Signature and Title of Immediate Supervisor         </div> </div>																													
25. APPROVED:  <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <u>                    </u> Date         </div> <div style="text-align: center;">   <b>JOSE L. BACUSMO</b>            Head of Agency         </div> </div>																													