

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE MILLA NORBERTO E. (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. VSCAP - INST-40-2004	
7a. SALARY P.A.: P 219,504.00		7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION  Asst. Professor I		9. WORKING PROPOSED TITLE  Asst. Professor	
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 statistics and mathematics courses Does related works.	

<b>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</b> <div style="text-align: center; font-family: cursive; font-size: 1.2em;">Department Head</div>	<b>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b> <div style="text-align: center; font-family: cursive; font-size: 1.2em;">College Dean</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; font-weight: bold;">Books, chalk, eraser, handouts, calculator, computer etc.</div>																													
<b>18. CONTRACT</b> <table border="0" style="width: 100%;"><thead><tr><th></th><th style="text-align: center;">Occasional</th><th style="text-align: center;">Equipment</th></tr></thead><tbody><tr><td>General Public</td><td style="text-align: center;">[    ]</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	Equipment	General Public	[    ]	[ / ]	Other Agencies	[ / ]	[    ]	Supervisors	[    ]	[ / ]	Management	[ / ]	[    ]	Other (Specify)	[    ]	[    ]	<b>19. WORKING CONDITION</b> <table border="0" 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>Others (Specify)</td><td style="text-align: center;">[    ]</td></tr></tbody></table>	Normal Working Condition	[ / ]	Field Work	[    ]	Field Trips	[    ]	Exposed to Varied Weather	[    ]	Others (Specify)	[    ]
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<b>20. I CERTIFY</b> that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 45%; text-align: center;"><div style="font-family: cursive; font-size: 1.2em;">10-26-09</div><div>_____</div><div>Date</div></div><div style="width: 45%; text-align: center;"><div style="font-family: cursive; font-size: 1.2em;">[Signature]</div><div>NORBERTO E. MILLA</div><div>Signature of Employee</div></div></div>																													
<b>21. Describe briefly the general function of the Unit or Section</b> <div style="text-align: center; font-weight: bold;">To conduct research, instruction and extension.</div>																													
<b>22. Describe briefly the general function of the position.</b> <div style="text-align: center; font-weight: bold;">To conduct research, instruction and extension.</div>																													
<b>23a. Indicate the required qualifications by years and kind of educaion considered in filling up a vacancy for this position. (Keep the position in mind rather than the qualifications of th present incumbent. This item should be filled for all position</b>  <div style="margin-top: 20px;">Education: Bachelor of Science in Statistics.</div>																													
<b>23b. Licenses or certificates required to do this work, if any.</b>																													
<b>24. I HEREBY CERTIFY</b> that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 45%; text-align: center;"><div>_____</div><div>Date</div></div><div style="width: 45%; text-align: center;"><div style="font-family: cursive; font-size: 1.2em;">[Signature]</div><div>REMBERTO A. RATINDOL</div><div>Signature and Title of Immediate Supervisor</div></div></div>																													
<b>25. APPROVED:</b> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 45%; text-align: center;"><div>_____</div><div>Date</div></div><div style="width: 45%; text-align: center;"><div style="font-family: cursive; font-size: 1.2em;">[Signature]</div><div>JOSEL BACUSMO</div><div>Head of Agency</div></div></div>																													