

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE SAEON MARLOM FLORES (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VSU	
4. DEPT./BRANCH/DIVISION DEPT. OF MATHEMATICS, PHYSICS & STATISTICS		5. WORK STATION/PLACE OF WORK VSU	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. (INSTI-29-2005	7a. SALARY P.A.: ₱181,428.00 7b. OTHER COMPENSATION: ₱24,000.00	
8. OFFICIAL DESIGNATION OF POSITION INSTRUCTOR I		9. WORKING PROPOSED TITLE INSTRUCTOR I	
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 [] PROVINCE [] 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Father: of : Working Time: :			
DUTIES			
80% : Teaches physics and mathematics courses 20% : Does related work.			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <i>Department Head</i> ASSOC. PROFESSOR	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <i>College Dean</i> CHIEF OF COLLEGE																		
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (Print or type 7) list only by their item nos. and titles)																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.																			
18. CONTACT <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;">[]</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	[]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Others (Specify)	[]	[]	19. WORKING CONDITION Normal Working Condition Field work [] Field Trips [] Exposed to Varied Weather Other's (Specify) []
	Occasional	Frequent																	
General Public	[]	[]																	
Other Agencies	[]	[]																	
Supervisors	[]	[]																	
Management	[]	[]																	
Others (Specify)	[]	[]																	
20. I CERTIFY that the above answers are accurate and complete. <u>11/10/2009</u> Date <i>[Signature]</i> MARLON T. SACEDON Signature of Employee																			
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.																			
23.a. 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:																			
23.b. Licenses or certificates required to do this work,																			
24. I HEREBY CERTIFY that the above answers are accurate and complete. _____ Date <i>[Signature]</i> REMBERTO A. DATINDOL Signature and Title of Immediate Supervisor																			
25. APPROVED _____ Date <i>[Signature]</i> JOSE L. BALISMO Head of Agency																			