

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between;"> ALVAREZ CORAZON LOVETE </div> <div style="display: flex; justify-content: space-between; font-size: small;"> (Family Name) (Given Name) (Middle Name) </div>																												
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VSU																												
4. DEPT./BRANCH/DIVISION DLABS		5. WORK STATION/PLACE OF WORK VSU																												
6a. PRES. APPRO. BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO.	7a. SALARY P.A.:																												
		7b. OTHER COMPENSATION PERA/ACA																												
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;"> <div> MUNICIPALITY <input type="checkbox"/> </div> <div> CITY <input checked="" type="checkbox"/> </div> <div> PROVINCE <input type="checkbox"/> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div>1st <input type="checkbox"/></div> <div>2nd <input type="checkbox"/></div> <div>4th <input type="checkbox"/></div> <div>5th <input type="checkbox"/></div> <div>6th <input type="checkbox"/></div> </div>																														
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.																														
Period of : Working Time :																														
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<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR HEAD</p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR DEAN</p>																												
<p>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (If more than 7) list only by their item nos. and titles)</p>																													
<p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. computer, printer, books, etc.</p>																													
<p>18. CONTACT</p> <table style="width: 100%; border-collapse: collapse;"> <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)	[]	[]	<p>19. WORKING CONDITION</p> <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></td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[X]	Field work	[]	Field Trips	[]	Exposed to Varied Weather		Other's (Specify)	[]
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<p>20. I CERTIFY that the above answers are accurate and complete</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p style="text-align: center;"><u>10/20/13</u> Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="text-align: center;"> Signature of Employee</p> </div> </div>																													
<p>21. Describe briefly the general function of the Unit or Section. To provide instruction, research & extension services.</p>																													
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<p>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).</p> <p>Education: Masteral degree in the field of specialization.</p> <p>Experience:</p>																													
<p>23.b. Licenses or certificates required to do this work,</p>																													
<p>24. I HEREBY CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p style="text-align: center;"><u> </u> Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="text-align: center;"> Signature and Title of Immediate Supervisor GUINALDO C. PERNANDEZ JR., OIC HEAD</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p style="text-align: center;">APPROVED</p> <p style="text-align: center;"><u> </u> Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="text-align: center;"> Signature and Title of Head of Agency JOSE L. BACUSMO Head of Agency</p> </div> </div>																													