

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE GRAVOSO ARNIE PARNIS (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY Dept. of Behavioral		3. BUREAU OR OFFICE VSU	
4. DEPT./BRANCH/DIVISION Dept. of Liberal Arts & Behavioral Sciences		5. WORK STATION/PLACE OF WORK VSU	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. INST-16-2004	7a. SALARY P.A.: ₱ 197,212.00 7b. OTHER COMPENSATION: PERA/ACA ₱ 24,000	
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 [] PROVINCE []			
1st [] 2nd [] 4th [] 5th [] 6th []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of : Working Time :			
DUTIES			
95% - To teach English, Speech courses and some other subjects offered at DLABS.			
3% - Member in different committees and participate in the Co-curricular activities in DLABS.			
2% - Other assignments given by the department head from time to time.			
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <i>Department Head</i>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <i>DEAN</i>
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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.

18. CONTACT	Occasional	Frequent	19. WORKING CONDITION
General Public	<input type="checkbox"/>	<input type="checkbox"/>	Normal Working Condition
Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>	Field work <input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Field Trips <input type="checkbox"/>
Management	<input type="checkbox"/>	<input type="checkbox"/>	Exposed to Varied Weather
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	Other's (Specify) <input type="checkbox"/>

20. I CERTIFY that the above answers are accurate and complete.

10/28/09 Date

[Signature]
Signature of Employee

21. Describe briefly the general function of the Unit or Section.

- to teach liberal arts and behavioral sciences

22. Describe briefly the general function of the position.

- to teach English and speech courses

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: *B.S. degree in the area of specialization*

Experience: *[Signature]*

23.b. Licenses or certificates required to do this work, *none*

24. I HEREBY CERTIFY that the above answers are accurate and complete.

Date

[Signature]
NORBERTO F. CANADA, Head
Signature and Title of Immediate Supervisor

25. APPROVED

Date

[Signature]
JOSE L. BACUSMO, President
Head of Agency