

<b>REPUBLIC OF THE PHILIPPINES</b> BC-CSC Form No. 1 (Position Description Form)		<b>1. NAME OF EMPLOYEE</b> <b>ESTILLORE CHELYN GALUPO</b> (Family Name) (Given Name) (Middle Name)	
<b>2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b> <b>VISAYAS STATE UNIVERSITY</b>		<b>3. BUREAU OR OFFICE</b> <b>VSU</b>	
<b>4. DEPT./BRANCH/DIVISION</b>		<b>5. WORK STATION/PLACE OF WORK</b> <b>VSU</b>	
<b>6a. PRES. APPRO.</b> ACT/ BOARD RES/ ORD. NO.	<b>6b. PREV. APPRO</b> ACT/ BOARD RES/ ITEM NO. IS	<b>7a. SALARY P.A.:</b> P 162,144.00 <b>7b. OTHER COMPENSATION:</b> PERA/ACA	
<b>8. OFFICIAL DESIGNATION OF POSITION</b> Instructor I		<b>9. WORKING PROPOSED TITLE</b>	
<b>10. WAPCO CLASSIFICATION OF THIS POSITION</b>		<b>11. OCCUPATION GROUP TITLE</b> (leave blank)	
<b>12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS</b> MUNICIPALITY [ ] CITY [ ] PROVINCE [ ] <div style="display: flex; justify-content: space-around;"> <span>1st [ ]</span> <span>2nd [ ]</span> <span>3rd [ ]</span> <span>4th [ ]</span> <span>5th [ ]</span> <span>6th [ ]</span> </div>			
<b>13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.</b>			
Percent of : Working Time :			
<b>DUTIES</b>			
73% 2% 25% <hr/> 100%	1. Teaches HRTM courses 2. Conducts extension activity 3. Performs related activities such as coordinating student practicum, academic advising, coaching/training students in Flairtending & Bartending, and in committee work of the department, college and university as member or chairperson		



<b>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</b> <p style="text-align: center;">Department Head</p>	<b>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b> <p style="text-align: center;">College Dean</p>																		
<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> <p style="text-align: center;">calculator, pens, etc.</p>																			
<b>18. CONTACT</b> <table style="width: 100%; border: none;"> <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;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Occasional	Frequent	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	<b>19. WORKING CONDITION</b> Normal Working Condition <input type="checkbox"/> Field work <input type="checkbox"/> Field Trips <input checked="" type="checkbox"/> Exposed to Varied Weather <input type="checkbox"/> Other's (Specify) <input type="checkbox"/>
	Occasional	Frequent																	
General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>																	
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Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>																	
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>																	
<b>20. I CERTIFY that the above answers are accurate and complete.</b> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u>June 17, 2009</u> Date         </div> <div style="text-align: center;">  Signature of Employee         </div> </div>																			
<b>21. Describe briefly the general function of the Unit or Section.</b> <p style="text-align: center;">To provide, instruction, research &amp; extension services.</p>																			
<b>22. Describe briefly the general function of the position.</b> <p style="text-align: center;">Teaching</p>																			
<b>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).</b> Education: <u>BSHEM/BSTourism</u> Experience: <u>Two years of experience</u>																			
<b>23b. Licenses or certificates required to do this work, if any.</b>																			
<b>24. I HEREBY CERTIFY that the above answers are accurate and complete.</b> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <hr style="width: 20%;"/> Date         </div> <div style="text-align: center;">   <b>EUNICE I. ZERAY</b> Signature and Title of Immediate Supervisor         </div> </div>																			
<b>25. APPROVED</b> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <hr style="width: 20%;"/> Date         </div> <div style="text-align: center;">   <b>JOSE L. BASUENO</b> Head of Agency         </div> </div>																			