REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)	1. NAME OF EMPLOYEE **SACEDON MARLON FLORES** (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, LSU**	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. ViSCAB-INST1-29-05	7a. SALARY P.A.: 147,408.00 7b. OTHER COMPENSATION: PERA/ACA
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, 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 mathematics and physics courses Does related works.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Department Head	College Dean

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.

Books, chalk, eraser, handouts, calculator, computer etc.

18. CONTRACT

	Occasional	Equipment
General Public	[ ]	[/]
Other Agencies	[/]	[ ]
Supervisors	[ ]	[/]
Management	[/]	[ ]
Other (Specify)	[ ]	[ ]

19. WORKING CONDITION

Normal Working Condition	[/]
Field Work	[ ]
Field Trips	[ ]
Exposed to Varied Weather	[ ]
Others (Specify)	[ ]

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

9/20/07
Date

MARLON F. 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.

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

Education: Bachelor's degree in the area of specialization.

Experience: none required

23b. Licenses or certificates required to do this work, if any.

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

9/20/07
Date

REMBERTO A. PATINDOL
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

JOSE L. BACUSMO
Head of Agency