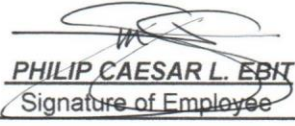
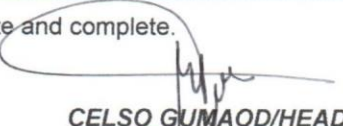



REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC Form No. 1 (Position Description Form)		EBIT, PHILIP CAESAR LUNA (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VSU	
4. DEPT./BRANCH/DIVISION COE/ DEPARTMENT OF MECHANICAL ENGINEERING		5. WORK STATION/PLACE OF WORK VSU	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. VSCAB-1041-22-2017	7a. SALARY P.A.: ₱239,280- 7b. OTHER COMPENSATION: PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION INSTRUCTOR 1		9. WORKING PROPOSED TITLE INSTRUCTOR 1	
10. WAPCO CLASSIFICATION OF THIS POSITION INSTRUCTOR 1		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 [x] [] [] [] []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time :		DUTIES	
<div>85% 1. Teaches assigned subject and performs other teaching related functions, among others the following; a) Prepare teaching materials/guides and submit to department head. b) Conducts examination (mid/final/long hours/quizzes). c) Checks test papers and return 1 week after exam. d) Submits grade sheet and turn over class records to department head two weeks after final examination.</div> <div>5% 2. Member in different committees.</div> <div>5% 3. Participate in the co-curricular activities.</div> <div>5% 4. Perform other functions assigned by the Department Head.</div> <div>100%</div>			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR CELSO GUMAOD <i>Head, Department of Mechanical Engineering</i>		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR ROBERTO C. GUARTE <i>Dean, College of Engineering</i>	
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, Computer, Printer, Projector, Ballpen, Microphone and other related materials and eqpt.			
18. CONTACT		19. WORKING CONDITION	
Occasional Frequent		Normal Working Condition	
General Public [X] [X]		Field work []	
Other Agencies [X] []		Field Trips []	
Supervisors [X] [X]		Exposed to Varied Weather	
Management [X] [X]		Other's (Specify) []	
Others (Specify) [] [X]			
20. I CERTIFY that the above answers are accurate and complete.			
<u>4/22/14</u> Date		 PHILIP CAESAR L. EBIT Signature of Employee	
21. Describe briefly the general function of the Unit or Section. To provide instruction, research & extension services.			
22. Describe briefly the general function of the position. Instruction.			
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: Masteral degree in the field of specialization. Experience:			
23b. Licenses or certificates required to do this work, if any.			
24. I HEREBY CERTIFY that the above answers are accurate and complete.			
<u>4/23/14</u> Date		 CELSO GUMAOD/HEAD, DME Signature and Title of Immediate Supervisor	
25. APPROVED Date		 JOSE L. BAGUSMO Head of Agency	