

<b>REPUBLIC OF THE PHILIPPINES</b> <b>BC-CSC Form No. 1</b> <b>(Position Description Form)</b>		<b>1. NAME OF EMPLOYEE</b> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span><i>Volenzora</i> (Family Name)</span> <span><i>Divina</i> (Given Name)</span> <span><i>LUCHAVEZ</i> (Middle Name)</span> </div>	
<b>2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT</b> Visayas State University, Baybay City, Leyte		<b>3. BUREAU OR OFFICE</b> <i>Visayas State University - VSM UHS</i>	
<b>4. DEPT./BRANCH/DIVISION</b>		<b>5. WORK STATION/PLACE OF WORK</b>	
<b>6a. PRES. APPRO.</b> ACT/ BOARD RES/ ORD. NO. ITEM NO.	<b>6b. PREV. APPRO</b> ACT/ BOARD RES/ ORD. NO. ITEM NO.	<b>7a. SALARY P.A.:</b>  <b>7b. OTHER COMPENSATION: P 24,000.00</b>	
<b>8. OFFICIAL DESIGNATION OF POSITION</b> <i>Instructor I</i>		<b>9. WORKING PROPOSED TITLE</b>	
<b>10. WAPCO CLASSIFICATION OF THIS POSITION</b> <i>mg/abp</i>		<b>11. OCCUPATION GROUP TITLE</b> (leave blank) <i>11/18/19</i>	
<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; margin-top: 10px;"> <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 attached additional sheets.</b>			
<div style="display: flex; justify-content: space-between;"> <div> <b>Percent of Working Time:</b>   <div style="margin-top: 10px;"> 85% 5% 5% 5% <u>100%</u> </div> </div> <div style="flex-grow: 1;"> <div style="text-align: center; margin-bottom: 10px;"><b>D U T I E S</b></div> <ol style="list-style-type: none"> <li>1. Teaches assigned subject and performs other teaching related functions, among others the following:               <ol style="list-style-type: none"> <li>a) Prepared teaching materials/guides and submit to department head.</li> <li>b) Conducts examination (mid/final/long hours/quizzes).</li> <li>c) Checks test papers and return 1 week after exam.</li> <li>d) Submits grade sheet and turn over class records to department head two weeks after final examination.</li> </ol> </li> <li>2. Member in different committees.</li> <li>3. Participate in the co-curricular activities.</li> <li>4. Perform other functions assigned by the Department Head.</li> </ol> </div> </div>			



14. POSITION TITLE OF IMMEDIATE SUPERVISOR

PRINCIPAL

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

DEAN, COLLEGE OF EDUCATION

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.  
computer, printer, pens, etc.

18. CONTRACT

	Occasional	Frequent
General Public	[ X ]	[ ]
Other Agencies	[ ]	[ ]
Supervisors	[ ]	[ ]
Management	[ ]	[ ]
Other (Specify)	[ ]	[ ]

19. WORKING CONDITION

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

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

10/18/2011

Date

Signature of Employee

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

To provide instruction, reseazrch & extension services.

22. Describe briefly the general function of the position.

Instruction

23a. 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:

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

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

Date

ROLANDO H. ARPILLEDA  
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

JOSE L. BACUSMO  
Head of Agency