

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)	1. NAME OF EMPLOYEE (Family Name) (Given Name) (Middle Name)															
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte	3. BUREAU OR OFFICE															
4. DEPT./BRANCH/DIVISION	5. WORK STATION/PLACE OF WORK															
6a. PRES. APPRO. 6b. PREV. APPRO ACT/ ACT/ BOARD RES/ BOARD RES/ ORD. NO. ORD. NO. ITEM NO. ITEM NO. <i>LS</i>	7a. SALARY P.A.: P 219,996.00 7b. OTHER COMPENSATION: P 24,000.00															
8. OFFICIAL DESIGNATION OF POSITION	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 <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">MUNICIPALITY []</td> <td style="text-align: center;">CITY []</td> <td style="text-align: center;">PROVINCE []</td> </tr> </table> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">1st</td> <td style="text-align: center;">2nd</td> <td style="text-align: center;">3rd</td> <td style="text-align: center;">4th</td> <td style="text-align: center;">5th</td> <td style="text-align: center;">6th</td> </tr> <tr> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </table>		MUNICIPALITY []	CITY []	PROVINCE []	1st	2nd	3rd	4th	5th	6th	[]	[]	[]	[]	[]	[]
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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:																
D U T I E S																
85% 5% 5% 5% 100%	1. Teaches assigned subject and performs other teaching related functions, among others the following: a) Prepared 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. 2. Member in different committees. 3. Participate in the co-curricular activities. 4. Perform other functions assigned by the Department Head.															

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <i>DEPT. HEAD</i>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <i>COLLEGE DEAN</i>																		
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) <i>Students</i>																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <i>LCD projectors, Microscopes, Laptop, laboratory tools (specimens, chemicals) & etc.</i>																			
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[✓]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[] <i>Students</i></td> <td style="text-align: center;">[✓]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[X]	[]	Other Agencies	[]	[]	Supervisors	[]	[✓]	Management	[]	[]	Other (Specify)	[] <i>Students</i>	[✓]	19. WORKING CONDITION Normal Working Condition [X] Field Work [] Field Trips [] Exposed to Varied Weather [] Others (Specify) []
	Occasional	Frequent																	
General Public	[X]	[]																	
Other Agencies	[]	[]																	
Supervisors	[]	[✓]																	
Management	[]	[]																	
Other (Specify)	[] <i>Students</i>	[✓]																	
20. I CERTIFY that the above answers are accurate and complete. <i>10/21/2011</i> Date Signature of Employee																			
21. Describe briefly the general function of the Unit or Section. <i>INSTRUCTION</i>																			
22. Describe briefly the general function of the position. <i>To render quality instructions to students to both lecture and laboratory classes. And to give sound evaluation of student's performance.</i>																			
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: <i>B. S. degree in the area of specialization.</i> Experience:																			
23b. Licenses or certificates required to do this work, if any.																			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <i>10/21/11</i> Date <i>PROF. ROSALINA D. POLIQUIT</i> <i>DEPT. HEAD</i> Signature and Title of Immediate Supervisor																			
25. APPROVED: _____ Date <i>JOSE L. BACUSMO</i> Head of Agency																			