

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <b>ESTOY                      MAY ANN                      S.</b> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  <b>Visayas State University</b>		3. BUREAU OR OFFICE  <b>VISAYAS STATE UNIVERSITY</b>	
4. DEPT./BRANCH/DIVISION  <b>DMPS, VSU</b>		5. WORK STATION/PLACE OF WORK  <b>VISAYAS STATE UNIVERSITY</b>	
6a. PRES. APPRO.                      6b. PREV. APPRO. ACT/                      ACT/ BOARD RES/                      BOARD RES/ ORD. NO.                      ORD. NO. ITEM NO.                      ITEM NO.		7a. SALARY P.A.:  7b. OTHER COMPENSATION:	
8. OFFICIAL DESIGNATION OF POSITION  <b>Instructor I</b>		9. WORKING PROPOSED TITLE  <b>Instructor I</b>	
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	
85%		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.	
5%		2. Member in different committees.	
5%		3. Participate in the co-curricular activities.	
5%		4. Perform other functions assigned by the Department Head.	
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <b>Department Head</b>		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <b>College Dean</b>	
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. <b>Books, chalk, eraser, handouts, calculator, computer etc.</b>			
18. CONTRACT		19. WORKING CONDITION	
	Occasional	Equipment	
General Public	[ ]	[ / ]	Normal Working Condition [ / ]
Other Agencies	[ / ]	[ ]	Field Work [ ]
Supervisors	[ ]	[ / ]	Field Trips [ ]
Management	[ / ]	[ ]	Exposed to Varied Weather [ ]
Other (Specify)	[ ]	[ ]	Others (Specify) [ ]
20. I CERTIFY that the above answers are accurate and complete.			
<u>11 / 20 / 2012</u> Date		 <b>MAY ANN S. ESTOY</b> Signature of Employee	
21. Describe briefly the general function of the Unit or Section <b>To conduct research, instruction and extension.</b>			
22. Describe briefly the general function of the position. <b>To conduct research, instruction and extension.</b>			
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: <u>Master</u> of Science in Statistics.			
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>                                </u> Date		 <b>REMBERTO A. PATINDOL</b> Signature and Title of Immediate Supervisor	
25. APPROVED:			
<u>                                </u> Date		 <b>JOSE L. BACUSMO</b> Head of Agency	