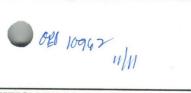
REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE		
BC-CSC Form No. 1		LAGUMBAY EMILY TOROTORO		
(Position Description Form)		(Family Name) (Given Name) (Middle Name)		
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL		3. BUREAU OR OFFICE		
GOVERNMEN	T			
		VISAYAS STATE UNIVERSITY		
Visayas	State University	A CONTRACT OF THE STATE OF THE		
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK		
		The state of the s		
		Y 1 17 17		
DMP, V	SU	VISAYAS STATE UNIVERSITY		
6a. PRES. APPRO		7a. SALARY P.A.: P 247.812.00		
ACT/	ACT/	7d. SALAKI I.A P 247,012.00		
BOARD RES/		7b. OTHER COMPENSATION: P 24,000,00		
ORD. NO.	ORD. NO.	70. OTHER COMPENSATION. P 24,000,00		
ITEM NO.	ITEM NO.			
TIEWINO.	Viscab-Inst1-13-2013			
8 OFFICIAL DES	SIGNATION OF POSITION	0 WORKING PROPOSED THE F		
o. OFFICIAL DES	SIGNATION OF POSITION	9. WORKING PROPOSED TITLE		
To de la constant	The state of the s			
Instructor		Instructor I		
10. WAPCO CLAS	SSIFICATION OF THIS POSITION	11. OCCUPATION GROUP TITLE		
		(leave blank)		
		ar a tyr addar wari , i'mwani Lapon 17		
10 FOR LOGIE				
12. FOR LOCAL GOVERNMENT POSITION, CLER GOVERNMENT UNIT AND UNIT'S CLASS				
MUNICIPAL	LITY[] CITY[]	PROVINCE []		
1st	2nd 3rd 4th 5th	5th		
[]		1		
13. STATEMENT	OF DUTIES AND RESPONSIBILITIES. If more specified in the specific specified in the specified specified in the specified specified in the specified specified in the specified sp	pace is needed, please attached additional		
sheets.		product distance dist		
Percent of				
Working Time	D	DUTIES		
85%	1 Teaches assigned subject and performs office	er teaching related functions, among others		
	Teaches assigned subject and performs other teaching related functions, among others the following:			
* ¥				
1 - (4 - 3)	a) Prepared teaching materials/guides and sub	omit to department head.		
1	b) Conducts examination (mid/final/long hours/quizzes).			
c) Checks test papers and return 1 week after exam.				
Į.	d) Submits grade sheet and turn over class red	cords to department head two weeks after final		
	examination.			
5%	Member in different committees.			
5%	Participate in the co-curricular activities.			
5%	4. Perform other functions assigned by the Department Head.			
100%	1			

not



14 POCITION TITLE OF DATEDIATE OF	DEDAMAGE		10
14. POSITION TITLE OF IMMEDIATE SUI	15. POSITION TITLE OF NEXT HIGHER		
Department Head	SUPERVISOR College Dean		
16. NAMES, TITLES AND ITEM NOS. OF	THOSE YOU DIRECTLY	SUPERVISE (if more than (7), list of	only by their item nos.
and titles)	elve		
17. MACHINES, EQUIPMENT, TOOLS, etc.	used regularly in performa	nce of work.	
Books, chalk, eraser, handou	uts, calculator, comput	er etc.	
18. CONTRACT	,,,	19. WORKING CONDITION	
Occasional	Equipment	Normal Working Condition	[/]
General Public	[/]	Field Work	[]
Other Agencies [/]	i i	Field Trips	
Supervisors []	[/]	Exposed to Varied Weather	
Management [/]	[]	Others (Specify)	[]
Other (Specify)		others (specify)	ГЛ
20. I CERTIFY that the above answers are acc	curate and complete.		
	-		
November 03, 2016		EMILY T. NAGUN	MRAY
Date		Signature of Employe	
21. Describe briefly the general function of the			
To conduct research, instructi			
22. Describe briefly the general function of the	position.		
To conduct research, instructi	on and extension.		
23a. Indicate the required qualifications by year	rs and kind of educaion cor	isidered in filling up a vacancy for this	nosition (Keen the
position in mind rather than the qualifications of	f th present incumbent. Thi	is item should be filled for all position	position. (Ixcep the
	•		
Education: Master of Education major in I	Mathematics.		
-			
Experience:			
23b. Licenses or certificates required to do this	work, if any.		
24. I HEREBY CERTIFY that the above answ	vers are accurate and comp	lete.	
		/	
	19	(.	
		XWXXI	
		CLIMACO D. ESPINA	
Date		Signature and Title of Immediate	e Supervisor
		2 1 28%	
25. APPROVED:			

		1 4 2	
		blyme -	_
		EDGARDO E. TUL	IN
Date		Head of Agency	