

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE LORETO EPIFANIA GARCIA <small>(Family Name) (Given Name) (Middle Name)</small>	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University		3. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY	
4. DEPT./BRANCH/DIVISION Department of Civil Engineering		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. 6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.		7a. SALARY P.A.: P 511,824.00 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION ASSOC. PROFESSOR IV		9. WORKING PROPOSED TITLE ASSOC. PROFESSOR IV	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE <small>(leave blank)</small>	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] <div style="display: flex; justify-content: space-around;"> 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div>			
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			
<div style="margin-left: 40px;"> <p>75% 1. Teaches assigned subject and performs other teaching related functions, among others are the following:</p> <ul style="list-style-type: none"> a) Prepares teaching materials/guides and manuals. b) Conducts examination (mid/final/long hours/quizzes). c) Checks test papers and return 1 week after exam. d) Submits grade sheets two weeks after final examination. </div> <div style="margin-left: 40px; margin-top: 20px;"> <p>5% 2. Member in different committees.</p> <p>15% 3. Department Head.</p> <p>5% 4. Perform other functions assigned by the College Dean.</p> <p>100%</p> </div>			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR College Dean		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Vice President for Instruction																													
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, chalk, eraser, Computer unit, calculator, printer, scanner, etc.																															
18. CONTRACT		19. WORKING CONDITION																													
<table border="0"><thead><tr><th></th><th><u>Occasional</u></th><th><u>Frequent</u></th></tr></thead><tbody><tr><td>General Public</td><td>[X]</td><td>[]</td></tr><tr><td>Other Agencies</td><td>[]</td><td>[]</td></tr><tr><td>Supervisors</td><td>[]</td><td>[]</td></tr><tr><td>Management</td><td>[]</td><td>[]</td></tr><tr><td>Other (Specify)</td><td>[]</td><td>[]</td></tr></tbody></table>			<u>Occasional</u>	<u>Frequent</u>	General Public	[X]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	<table border="0"><tbody><tr><td>Normal Working Condition</td><td>[X]</td></tr><tr><td>Field Work</td><td>[]</td></tr><tr><td>Field Trips</td><td>[]</td></tr><tr><td>Exposed to Varied Weather</td><td>[]</td></tr><tr><td>Others (Specify)</td><td>[]</td></tr></tbody></table>		Normal Working Condition	[X]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"><div><u>December 22, 2014</u> Date</div><div><i>E. P. Loreto</i> EPIFANIA G. LORETO Signature of Employee</div></div>																															
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																															
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: Relevant masteral degree Experience: 3 yrs of relevant experience; 16 hrs of relevant training.																															
23b. Licenses or certificates required to do this work, if any.																															
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"><div>_____ Date</div><div><i>[Signature]</i> ROBERTO C. GUARTE Signature and Title of Immediate Supervisor</div></div>																															
25. APPROVED: <div style="display: flex; justify-content: space-between;"><div>_____ Date</div><div><i>[Signature]</i> JOSE L. BACUSMO Head of Agency</div></div>																															