

<p style="text-align: center;">REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)</p>	<p>1. NAME OF EMPLOYEE NUNEZ JEDDS MILADEL CABELA (Family Name) (Given Name) (Middle Name)</p>
<p>2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte</p>	<p>3. BUREAU OR OFFICE</p>
<p>4. DEPT./BRANCH/DIVISION NATIONAL ABACA RESEARCH CENTER</p>	<p>5. WORK STATION/PLACE OF WORK</p>
<p>6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. 6b. PREV. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.</p>	<p>7a. SALARY P.A.: ₱ 279,280.00 7b. OTHER COMPENSATION: P 24,000.00</p>
<p>8. OFFICIAL DESIGNATION OF POSITION Instructor I</p>	<p>9. WORKING PROPOSED TITLE</p>
<p>10. WAPCO CLASSIFICATION OF THIS POSITION</p>	<p>11. OCCUPATION GROUP TITLE (leave blank)</p>
<p>12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th []</p>	
<p>13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.</p>	
<p>Percent of Working Time: D U T I E S</p>	
<p>85%</p>	<p>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.</p>
<p>5%</p>	<p>2. Member in different committees.</p>
<p>5%</p>	<p>3. Participate in the co-curricular activities.</p>
<p>5%</p>	<p>4. Perform other functions assigned by the Department Head.</p>
<p>100%</p>	

<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR DR. RUBEN M. GAPASIN NARC DIRECTOR</p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Office of the Vice Pres. for Res + Ed.</p>																												
<p>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) PRISCILLA LATORNO, SRA</p>																													
<p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. LAPTOP, ANALOG DIGITAL CAMERA</p>																													
<p>18. CONTRACT</p> <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;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[X]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	<p>19. WORKING CONDITION</p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[X]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
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<p>20. I CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <p><u>04/17/2013</u> Date</p> </div> <div style="text-align: center;"> <p> Signature of Employee</p> </div> </div>																													
<p>21. Describe briefly the general function of the Unit or Section. To provide instruction, research + extension service</p>																													
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<p>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).</p> <p>Education: <u>Masteral degree in the field of specialization.</u></p> <p>Experience:</p>																													
<p>23b. Licenses or certificates required to do this work, if any.</p>																													
<p>24. I HEREBY CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <p>_____ Date</p> </div> <div style="text-align: center;"> <p> Signature and Title of Immediate Supervisor</p> </div> </div>																													
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