REPUBLIC OF THE PHILIPPINES	1. NAME OF EMPLOYER
BC-CSC Form No. 1	ESTILLANCE CHELYN GAZUPO
(Position Description Form)	(Family Name) (Given Name) (Middle Name)
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNME	3. BUREAU OR OFFICE
VISAYAS STATE UNIVERSITY	VSU
4. DEPT/BRANCH/DIVISION  CONSUMER & HOSPITALITY MAIN AGEMENT	5. WORK STATION/PLACE OF WORK  VSU
62. RES. APPRO. 6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. LS	7a. SALARY P.A.: P 200,712,00  7b. OTHER COMPENSATIONERA/ACA
8. OFFICIAL DESIGNATION OF POSITION INSTRUCTOR 1	9. WORKING PROPOSED TITLE
10. WAPCO CLASSIFICATION OF THIS POSITION	11. OCCUPATION GROUP TITLE (leave blank)
1st 2nd [ ] [ ]  13. STATEMENT OF DUTIES AND RESPONSIBILITY (Company)	Ath 5th 6th  [ ] [ ] [ ]  TIES. If more space is needed, please
Perox of :	the second of th
Working Time: DUTIES	Section to the section of the sectio
among others the following  a) Prepared teaching mater  b) Conducts examination (m  c) Checks test papers and	ials/guides and submit to department head. id/final/long hours/quizzes). return 1 week after exam.
d) Submits grade sheet and two weeks after final	turn over class records to department head examination.
5% 2. Member in different committee 5% 3. Participate in the co-curric	es. ular activities.
5% 4. Perform other functions assigned by the Department Head.	
100% efstyries kan distance are entwere event editors vitalistic Velsalistic	

DEPARTMENT HEAD	SUPERVISOR  COLUGE PERN
18. NAMES, TITLES AND ITEM NOS. OF THOSE only by their item nos. and titles)  STUDENTS	YOU DIRECTLY SU傳版RMISE(7) list
COMPUTER, LCO, MICROPHONE, KAKAO	
Occasional Frequent General Public [/] [] Other Agencies [/] [] Supervisors [] [/] Management [/] [] Others (Specify) Sulfat []	19. WORKING CONDITION Normal Working Condition Field work Field Trips Exposed to Varied Weather Other's (Specify)  [ ]
20. I CERTIFY that the above answers are accurate  12 - 01 - 10  Date	e and complete.  (Aprillar  Signature of Employee
21. Describe briefly the general function of the Unit  To provide instruction, research & ex  22. Describe briefly the general function of the pos  Instruction	tension services.
23.a Indicate the required qualifications by years ar vacancy for this position. (Keep the position in incumbent. This item should be filled for all po	mind rather than the qualifications of the present
Education: B. S. degree in the area of s	specialization.
235. Licenses or certificates required to do this wo	rk,
4. I HEREBY CERTIFY that the above answers a	are accurate and complete.
Date	Signature and Title of Immediate Supervisor
PROVED	JOSE L. BAGUSHO
Date	Head of Agency