

14. POSITION TITLE OF IMMEDIATE SUPERVISOR REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE OMEGA RANDY G.	
BC-CSC Form No. 1 (Position Description Form)		(Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VSU	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK VSU	
6a. PRES. APPRO ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. LS	7a. SALARY P.A. P 162,144.00	
8. OFFICIAL DESIGNATION OF POSITION Instructor I		7b. OTHER COMPENSATION PERA/ACA General Public Other Agencies	
10. WAPCO CLASSIFICATION OF THIS POSITION		9. WORKING PROPOSED TITLE Management	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE []		11. OCCUPATION GROUP TITLE (leave blank)	
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.		23. Describe briefly the general function of the position	
Percent of Working Time :		23b. Licenses or certificates required to do this work, if any.	
75% : 1. Teaches HRM courses		23c. I HEREBY CERTIFY that the above answers are accurate and complete.	
10% : 2. Conducts extension project		24. APPROVED	
5% : 3. Performs related tasks such as advising student organizations, guidance, facilitating, and in committee work of the department, college and university as member or chairperson		Date	
10% : 4. Performs other activities assigned by the university such as		Head of Agency	
100%		Date	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR DEPARTMENT MEMO DEMO	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR DEMO, COLLEGE OF EDUCATION																		
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (7) list only by their item nos. and titles)																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. computer, books, pens, etc.																			
18. CONTACT <table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">☐</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>Others (Specify)</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	☐	☒	Other Agencies	☐	☐	Supervisors	☐	☐	Management	☐	☐	Others (Specify)	☐	☐	19. WORKING CONDITION Normal Working Condition ☒ xx Field work ☐ Field Trips ☐ Exposed to Varied Weather Other's (Specify) ☐
	Occasional	Frequent																	
General Public	☐	☒																	
Other Agencies	☐	☐																	
Supervisors	☐	☐																	
Management	☐	☐																	
Others (Specify)	☐	☐																	
20. I CERTIFY that the above answers are accurate and complete. <u>JUNE 1, 2009</u> Date <u>RANDY G. OMEGA</u> Signature of Employee																			
21. Describe briefly the general function of the Unit or Section. Instruction, research & extension services.																			
22. Describe briefly the general function of the position. Teaching																			
23.a 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: <u>B. S. degree in the area of specialization.</u> Experience:																			
23b. Licenses or certificates required to do this work, if any.																			
24. I HEREBY CERTIFY that the above answers are accurate and complete. _____ Date <u>EUNICE L. BERAY</u> Signature and Title of Immediate Supervisor																			
25. APPROVED _____ Date <u>JOSE L. BACUSMO</u> Head of Agency																			