

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE ESTILLORE MARIA VANESSA E. (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT DLABS Visayas State University		3. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPROP ACT BOARD RES/ ORD. NO. ITEM NO. <i>LS</i>	7a. SALARY P.A.: ₱ 219,996. ⁰⁰ 7b. OTHER COMPENSATION: ₱ 24. ⁰⁰	
8. OFFICIAL DESIGNATION OF POSITION Instructor I		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [X] PROVINCE [] 1 st [] 2 nd [] 3 rd [] 4 th [] 5 th [] 6 th []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time	D U T I E S		
85%	1. Teaches assigned subject and performs other teaching related functions, among others the following: a) Prepares 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.		
5%	2. Member in different committees.		
5%	3. Participate in the co-curricular activities.		
5%	4. Perform other functions assigned by the Department Head.		
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR DEPARTMENT HEAD		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR DEAN	
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) DEPARTMENT HEAD			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computer, calculator, charts, class records, board eraser, etc.			
18. CONTRACT		19. WORKING CONDITION	
		Normal Working Condition [X]	
Occasional		Field Work []	
Frequent		Field Trips []	
General Public []		Exposed to Varied Whether []	
Other Agencies []		Others (Specify) []	
Supervisors []			
Management []			
Other (Specify) []			
20. I CERTIFY that the above answers are accurate and complete.			
Oct. 21, 2011 Date		 MARIA VANESSA E. ESTILLORE Signature of Employee	
21. Describe briefly the general function of the Unit or Section. As a service department to teach the Students through quality instruction, to improve productivity, profitability, equity & well-being of the University as a whole.			
22. Describe briefly the general function of the position. To serve technical/academic department through Instruction by teaching the basis subject/graduate courses at the dept., explore possibilities on research and extension in relation to university thrusts.			
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 items should be filled for all positions other than teaching).			
Education: B.S. degree in the area of specialization			
Experience:			
23b. Licenses or certificates required to do this work, if any.			
24. I HEREBY CERTIFY that the above answers are accurate and complete.			
Oct. 21, 2011 Date		 JUSTINIANO L. SEROY, Dept. Head Signature and Title of Immediate Supervisor	
25. APPROVED:			
Date		 JOSE L. BACUSMO, President Head of Agency	