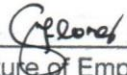




REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)			1. NAME OF EMPLOYEE FLORES MARIEVIC SIEGA (Family Name) (Given Name) (Middle Name)		
2. DEPARTMENT, CORPORATION OR AGENCY LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY, Baybay City, Leyte			3. BUREAU OR OFFICE VSU		
4. DEPT. / BRANCH / DIVISION Department of Teacher Education			5 WORK STATION/PLACE OF WORK VSU		
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.		6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO.		7a. SALARY P.A. 7b. OTHER COMPENSATION PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION Instructor			9 WORKING PROPOSED TITLE Instructor 1		
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 [] PROVINCE [] 1st 2nd 3rd 4th 5th 6th [] [] [] [] [] []					
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed please attach additional sheets.					
Percent of: Working Time: DUTIES 85% 1. Teaches assigned subject and performs other teaching related functions, among others are 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 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%					

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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) Students			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computer, Printer, Overhead projector, LCD, DVD player, Component, Drawing materials,			
18. CONTACT		19. WORKING CONDITION	
<p>Occasional Frequent</p> <p>General Public [] []</p> <p>Other Agencies [X] []</p> <p>Supervisors [] [X]</p> <p>Management [] []</p> <p>Others (Specify) [] []</p>		<p>Normal Working Condition [X]</p> <p>Field Work []</p> <p>Field Trips []</p> <p>Exposed to Varied Weather</p> <p>Other's (Specify) []</p>	
20. I CERTIFY that the above answers are accurate and complete			
<u>23-Nov-15</u> Date		 Signature of Employee	
21. Describe briefly the general function of the Unit or Section. Instruction, Research and Extension work			
22. Describe briefly the general function of the position. Teaches BSED students and students enrolling in Filipino subjects			
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 qualification of the present incumbent. This item should be filled for all positions other than teaching.)			
<p>Education: Master of Secondary Education Major in Filipino</p> <p>Experience:</p>			
23.b. Licenses or certificates required to do this work, if any.			
24. I HEREBY CERTIFY that the above answers are accurate and complete.			
<u>23-Nov-15</u> Date		 LIJUERAJ J. CUADRA, DEAN, CE Signature and Title of Immediate Supervisor	
25. APPROVED		 EDGARDO E. TULIN Head of Agency	
<u> </u> Date			