

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE  <div> <div>MANAIG</div> <div>MARILYN</div> <div>NEMENO</div> </div> <div> <div>(Family Name)</div> <div>(Given Name)</div> <div>(Middle Name)</div> </div>	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE  VISAYAS STATE UNIVERSITY	
4. DEPT./BRANCH/DIVISION VISAYAS STATE UNIVERSITY		5. WORK STATION/PLACE OF WORK VISAYAS STATE UNIVERSITY	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. <b>VLSCAB-1191-22-2002</b>	
7a. SALARY P.A.: <b>229,280 -</b>		7b. OTHER COMPENSATION: P 24,000.00	
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 [ ] PROVINCE [ ]  <div> <div>1st</div> <div>2nd</div> <div>3rd</div> <div>4th</div> <div>5th</div> <div>6th</div> </div> <div> <div>[ ]</div> <div>[ ]</div> <div>[ ]</div> <div>[ ]</div> <div>[ ]</div> <div>[ ]</div> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of : Working Time:		D U T I E S	
<div> <div>85%</div> <div>           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.         </div> </div> <div> <div>5%</div> <div>2. Member in different committees.</div> </div> <div> <div>5%</div> <div>3. Participate in the co-curricular activities.</div> </div> <div> <div>5%</div> <div>4. Perform other functions assigned by the Department Head.</div> </div> <div> <div>100%</div> </div>			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR  DEPARTMENT HEAD	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  College Dean																		
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  computer, printer, books, etc.																			
18. CONTRACT <table border="0"><thead><tr><th></th><th><u>Occasional</u></th><th><u>Frequent</u></th></tr></thead><tbody><tr><td>General Public</td><td>[ X ]</td><td>[ ]</td></tr><tr><td>Other Agencies</td><td>[ ]</td><td>[ ]</td></tr><tr><td>Supervisors</td><td>[ ]</td><td>[ ]</td></tr><tr><td>Management</td><td>[ ]</td><td>[ ]</td></tr><tr><td>Other (Specify)</td><td>[ ]</td><td>[ ]</td></tr></tbody></table>		<u>Occasional</u>	<u>Frequent</u>	General Public	[ X ]	[ ]	Other Agencies	[ ]	[ ]	Supervisors	[ ]	[ ]	Management	[ ]	[ ]	Other (Specify)	[ ]	[ ]	19. WORKING CONDITION Normal Working Condition [X] Field Work [ ] Field Trips [ ] Exposed to Varied Weather [ ] Others (Specify) [ ]
	<u>Occasional</u>	<u>Frequent</u>																	
General Public	[ X ]	[ ]																	
Other Agencies	[ ]	[ ]																	
Supervisors	[ ]	[ ]																	
Management	[ ]	[ ]																	
Other (Specify)	[ ]	[ ]																	
20. I CERTIFY that the above answers are accurate and complete.  April 25, 2014 Date  Signature of Employee																			
21. Describe briefly the general function of the Unit or Section.  INSTRUCTION																			
22. Describe briefly the general function of the position.  TEACHING																			
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).  Education: Masteral degree in the field 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.  Date  Signature and Title of Immediate Supervisor DOLores L. ALCOBER																			
25. APPROVED:  Date  Signature and Title of Head of Agency JOSE L. BACUSMO Head of Agency																			