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| REPUBLIC OF THE PHILIPPINES<br>BC-CSC Form No. 1<br>(Position Description Form)                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                              | 1. NAME OF EMPLOYEE<br>MENESES, RAZA CECIA LASTRILLA<br>(Family Name) (Given Name) (Middle Name) |  |
| 2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT<br>Visayas State University, Baybay City, Leyte                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                              | 3. BUREAU OR OFFICE<br>VSU - CN                                                                  |  |
| 4. DEPT./BRANCH/DIVISION<br>COLLEGE OF NURSING                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                              | 5. WORK STATION/PLACE OF WORK<br>VISCA, BAYBAY CITY, LEYTE                                       |  |
| 6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.<br>6b. PREV. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. VSAB-INST-43-2012                                                   |                                                                                                                                                                                                                                                                                                                                                                                                              | 7a. SALARY P.A.: 229,280.40<br>7b. OTHER COMPENSATION: P 24,000.00                               |  |
| 8. OFFICIAL DESIGNATION OF POSITION<br>Instructor I                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                              | 9. WORKING PROPOSED TITLE                                                                        |  |
| 10. WAPCO CLASSIFICATION OF THIS POSITION                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                              | 11. OCCUPATION GROUP TITLE<br>(leave blank)                                                      |  |
| 12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS<br>MUNICIPALITY [ ] CITY [ ] PROVINCE [ ]<br>1st [ ] 2nd [ ] 3rd [ ] 4th [ ] 5th [ ] 6th [ ] |                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                  |  |
| 13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.                                                                |                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                  |  |
| Percent of Working Time:                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                  |  |
| DUTIES                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                  |  |
| 85%                                                                                                                                                                      | 1. Teaches assigned subject and performs other teaching related functions, among others the following:<br>a) Prepared teaching materials/guides and submit to department head.<br>b) Conducts examination (mid/final/long hours/quizzes).<br>c) Checks test papers and return 1 week after exam.<br>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<br><br><div style="text-align: center;">Dept. Head</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR<br><br><div style="text-align: center;">College Dean</div> |            |          |                |       |       |                |       |       |             |       |       |            |       |       |                 |       |       |                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|------------|----------|----------------|-------|-------|----------------|-------|-------|-------------|-------|-------|------------|-------|-------|-----------------|-------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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.<br><br><div style="text-align: center;">computer, printer, etc/</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                         |            |          |                |       |       |                |       |       |             |       |       |            |       |       |                 |       |       |                                                                                                                                                                                                                                                                                                                                              |
| 18. CONTRACT<br><br><table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[ X ]</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>Other (Specify)</td> <td style="text-align: center;">[   ]</td> <td style="text-align: center;">[   ]</td> </tr> </tbody> </table> |                                                                                                         | Occasional | Frequent | General Public | [ X ] | [   ] | Other Agencies | [   ] | [   ] | Supervisors | [   ] | [   ] | Management | [   ] | [   ] | Other (Specify) | [   ] | [   ] | 19. WORKING CONDITION<br>Normal Working Condition <span style="float: right;">[ X ]</span><br>Field Work <span style="float: right;">[   ]</span><br>Field Trips <span style="float: right;">[   ]</span><br>Exposed to Varied Weather <span style="float: right;">[   ]</span><br>Others (Specify) <span style="float: right;">[   ]</span> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Occasional                                                                                              | Frequent   |          |                |       |       |                |       |       |             |       |       |            |       |       |                 |       |       |                                                                                                                                                                                                                                                                                                                                              |
| General Public                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | [ X ]                                                                                                   | [   ]      |          |                |       |       |                |       |       |             |       |       |            |       |       |                 |       |       |                                                                                                                                                                                                                                                                                                                                              |
| Other Agencies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | [   ]                                                                                                   | [   ]      |          |                |       |       |                |       |       |             |       |       |            |       |       |                 |       |       |                                                                                                                                                                                                                                                                                                                                              |
| Supervisors                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | [   ]                                                                                                   | [   ]      |          |                |       |       |                |       |       |             |       |       |            |       |       |                 |       |       |                                                                                                                                                                                                                                                                                                                                              |
| Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | [   ]                                                                                                   | [   ]      |          |                |       |       |                |       |       |             |       |       |            |       |       |                 |       |       |                                                                                                                                                                                                                                                                                                                                              |
| Other (Specify)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | [   ]                                                                                                   | [   ]      |          |                |       |       |                |       |       |             |       |       |            |       |       |                 |       |       |                                                                                                                                                                                                                                                                                                                                              |
| 20. I CERTIFY that the above answers are accurate and complete.<br><br><div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <u>10/28/14</u><br/>Date         </div> <div style="text-align: center;"> <br/>           Signature of Employee         </div> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                         |            |          |                |       |       |                |       |       |             |       |       |            |       |       |                 |       |       |                                                                                                                                                                                                                                                                                                                                              |
| 21. Describe briefly the general function of the Unit or Section.<br><br><div style="text-align: center;">To provide instruction, research &amp; extension services.</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                         |            |          |                |       |       |                |       |       |             |       |       |            |       |       |                 |       |       |                                                                                                                                                                                                                                                                                                                                              |
| 22. Describe briefly the general function of the position.<br><br><div style="text-align: center;">Instruction</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                         |            |          |                |       |       |                |       |       |             |       |       |            |       |       |                 |       |       |                                                                                                                                                                                                                                                                                                                                              |
| 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).<br><br>Education: <u>Masteral degree in the field of specialization.</u><br>Experience:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                         |            |          |                |       |       |                |       |       |             |       |       |            |       |       |                 |       |       |                                                                                                                                                                                                                                                                                                                                              |
| 23b. Licenses or certificates required to do this work, if any.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                         |            |          |                |       |       |                |       |       |             |       |       |            |       |       |                 |       |       |                                                                                                                                                                                                                                                                                                                                              |
| 24. I HEREBY CERTIFY that the above answers are accurate and complete.<br><br><div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <u>10-29-14</u><br/>Date         </div> <div style="text-align: center;"> <br/>           Signature and Title of Immediate Supervisor         </div> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                         |            |          |                |       |       |                |       |       |             |       |       |            |       |       |                 |       |       |                                                                                                                                                                                                                                                                                                                                              |
| 25. APPROVED:<br><br><div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">           _____<br/>Date         </div> <div style="text-align: center;"> <br/>           JOSE L. BAGUSMO<br/>Head of Agency         </div> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                         |            |          |                |       |       |                |       |       |             |       |       |            |       |       |                 |       |       |                                                                                                                                                                                                                                                                                                                                              |