

<p style="text-align: center;">REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)</p>	<p>1. NAME OF EMPLOYEE</p> <p style="text-align: center;">EBIT PHILIP CAESAR LUNA (Family Name) (Given Name) (Middle Name)</p>										
<p>2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT</p> <p>Visayas State University, Baybay City, Leyte</p>	<p>3. BUREAU OR OFFICE</p> <p>VISCA</p>										
<p>4. DEPT./BRANCH/DIVISION</p> <p>DEPARTMENT OF MECHANICAL ENGINEERING</p>	<p>5. WORK STATION/PLACE OF WORK</p> <p>VISCA</p>										
<p>6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.</p> <p>6b. PREV. APPRO ACT/BOARD RES/ORD. NO. ITEM NO.</p>	<p>7a. SALARY P.A.:</p> <p>7b. OTHER COMPENSATION: P 24,000.00</p>										
<p>8. OFFICIAL DESIGNATION OF POSITION</p> <p>INSTRUCTOR 1</p>	<p>9. WORKING PROPOSED TITLE</p> <p>INSTRUCTOR 1</p>										
<p>10. WAPCO CLASSIFICATION OF THIS POSITION</p>	<p>11. OCCUPATION GROUP TITLE (leave blank)</p>										
<p>12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">MUNICIPALITY []</td> <td style="text-align: center;">CITY []</td> <td style="text-align: center;">PROVINCE []</td> </tr> </table> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">1st []</td> <td style="text-align: center;">2nd []</td> <td style="text-align: center;">3rd []</td> <td style="text-align: center;">4th []</td> <td style="text-align: center;">5th []</td> <td style="text-align: center;">6th []</td> </tr> </table>		MUNICIPALITY []	CITY []	PROVINCE []	1st []	2nd []	3rd []	4th []	5th []	6th []	
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<p>13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.</p>											
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14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center; margin-top: 10px;"> DEPARTMENT HEAD </div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center; margin-top: 10px;"> 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. <div style="text-align: center; margin-top: 10px;"> teaching materials </div>																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></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 <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[X]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <u>MAY 28, 2012</u> Date </div> <div style="text-align: center;"> Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <div style="text-align: center; margin-top: 10px;"> To provide instruction, research & extension services. </div>																													
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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). <div style="margin-top: 10px;"> Education: B. S. degree in the area of specialization. Experience: </div>																													
23b. Licenses or certificates required to do this work, if any.																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <u>MAY 31, 2012</u> Date </div> <div style="text-align: center;"> Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> _____ Date </div> <div style="text-align: center;"> JOSE L. BACUSNO Head of Agency </div> </div>																													