

REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE													
BC-CSC Form No. 1 (Position Description Form)		<div style="display: flex; justify-content: space-between;"> <span><u>LIMBO</u></span> <span><u>CHARIS</u></span> <span><u>BIBI</u></span> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>(Family Name)</span> <span>(Given Name)</span> <span>(Middle Name)</span> </div>													
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <b>VISAYAS STATE UNIVERSITY</b>		3. BUREAU OR OFFICE <b>VSU</b>													
4. DEPT./BRANCH/DIVISION <b>VSV - Laboratory High School</b>		5. WORK STATION/PLACE OF WORK <b>VSU</b>													
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. <b>1041-1-3-2014</b>	7a. SALARY P.A.: <b>229,250</b>													
		7b. OTHER COMPENSATION PERA/ACA <b>24,000</b>													
8. OFFICIAL DESIGNATION OF POSITION <b>Instructor I</b>		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 [ ]													
1st [ ] 2nd [ ]		4th [ ] 5th [ ] 6th [ ]													
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.															
Percent of Working Time : <b>DUTIES</b>															
<table border="0" style="width: 100%;"> <tr> <td style="width: 10%; text-align: right;">85%</td> <td>1. Teaches assigned subject and performs other teaching related functions, among others the following:</td> </tr> <tr> <td></td> <td> <ul style="list-style-type: none"> <li>a) Prepared teaching materials/guides and submit to department head.</li> <li>b) Conducts examination (mid/final/long hours/quizzes).</li> <li>c) Checks test papers and return 1 week after exam.</li> <li>d) Submits grade sheet and turn over class records to department head two weeks after final examination.</li> </ul> </td> </tr> <tr> <td style="text-align: right;">5%</td> <td>2. Member in different committees.</td> </tr> <tr> <td style="text-align: right;">5%</td> <td>3. Participate in the co-curricular activities.</td> </tr> <tr> <td style="text-align: right;">5%</td> <td>4. Perform other functions assigned by the Department Head.</td> </tr> <tr> <td style="text-align: right;">100%</td> <td></td> </tr> </table>				85%	1. Teaches assigned subject and performs other teaching related functions, among others the following:		<ul style="list-style-type: none"> <li>a) Prepared teaching materials/guides and submit to department head.</li> <li>b) Conducts examination (mid/final/long hours/quizzes).</li> <li>c) Checks test papers and return 1 week after exam.</li> <li>d) Submits grade sheet and turn over class records to department head two weeks after final examination.</li> </ul>	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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100%															



914 014 9694  
12/10

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 (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. CONTACT		19. WORKING CONDITION	
	Occasional	Frequent	Normal Working Condition <input checked="" type="checkbox"/>
General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Field work <input type="checkbox"/>
Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>	Field Trips <input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Exposed to Varied Weather
Management	<input type="checkbox"/>	<input type="checkbox"/>	Other's (Specify) <input type="checkbox"/>
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	
20. I CERTIFY that the above answers are accurate and complete.			
<u>12/5/13</u> Date		<u>[Signature]</u> Signature of Employee	
21. Describe briefly the general function of the Unit or Section. To provide instruction, research & extension services.			
22. Describe briefly the general function of the position. Instruction.			
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 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:			
23.b. Licenses or certificates required to do this work,			
24. I HEREBY CERTIFY that the above answers are accurate and complete.			
<u>                    </u> Date		<u>ROLANDO H. ARPILLEDA</u> Signature and Title of Immediate Supervisor	
25. APPROVED  <u>                    </u> Date		<u>JOSE L. BACUSMO</u> Head of Agency	