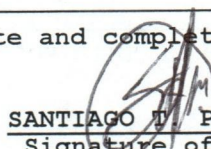
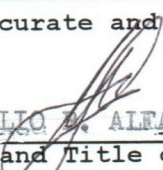
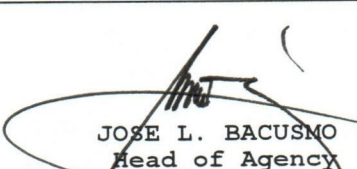


|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                                                                                  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------|--|
| REPUBLIC OF THE PHILIPPINES<br>BC-CSC Form No. 1<br>(Position Description Form)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | 1. NAME OF EMPLOYEE<br><br>PEÑA, SANTIAGO, Jr. TORDA<br>(Family Name) (Given Name) (Middle Name) |  |
| 2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT<br><br>Visayas State University, Baybay City, Leyte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | 3. BUREAU OR OFFICE                                                                              |  |
| 4. DEPT./BRANCH/DIVISION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  | 5. WORK STATION/PLACE OF WORK                                                                    |  |
| 6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  | 7a. SALARY P.A.: P181,428.00<br><br>7b. OTHER COMPENSATION: P 24,000.00                          |  |
| 6b. PREV. APPRO ACT/BOARD RES/ORD. NO. ITEM NO. LS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |                                                                                                  |  |
| 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><br><div style="display: flex; justify-content: space-around;"> <span>1st<br/>[ ]</span> <span>2nd<br/>[ ]</span> <span>3rd<br/>[ ]</span> <span>4th<br/>[ ]</span> <span>5th<br/>[ ]</span> <span>6th<br/>[ ]</span> </div>                                                                                                                                                                                                                                                |  |                                                                                                  |  |
| 13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |                                                                                                  |  |
| Percent of :<br>Working Time:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |                                                                                                  |  |
| D U T I E S                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                                                                                                  |  |
| 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.<br><br>5% 2. Member in different committees.<br>5% 3. Participate in the co-curricular activities.<br><u>5%</u> 4. Perform other functions assigned by the Department Head.<br>100% |  |                                                                                                  |  |

6/16/90

OP# 5104  
6/28/10

| 14. POSITION TITLE OF IMMEDIATE SUPERVISOR<br><br>Dept. Head                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR<br><br>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.<br>Teaching materials, lab equipment, clinical instruments, animal specimen, etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                  |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                     |
| 18. CONTRACT<br><br><table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="width: 20%; 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 [X]<br>Field Work [ ]<br>Field Trips [ ]<br>Exposed to Varied Weather [ ]<br>Others (Specify) [ ] |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 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;"> <div style="text-align: center;"> <u>June 22/2010</u><br/>             Date           </div> <div style="text-align: center;"> <br/> <u>SANTIAGO T. PEÑA, JR.</u><br/>             Signature of Employee           </div> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                  |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                     |
| 21. Describe briefly the general function of the Unit or Section.<br><br>To provide instruction, research & extension services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                  |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                     |
| 22. Describe briefly the general function of the position.<br><br>Instruction, research & extension.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                  |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                     |
| 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: B. S. degree in the area of specialization.<br><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;"> <div style="text-align: center;"> <u>June 22, 2010</u><br/>             Date           </div> <div style="text-align: center;"> <br/> <u>BRAULIO B. ALFARO, JR.</u><br/>             Signature and Title of Immediate Supervisor           </div> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                  |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                     |
| 25. APPROVED:<br><br><div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">             _____<br/>             Date           </div> <div style="text-align: center;"> <br/> <u>JOSE L. BACUSMO</u><br/>             Head of Agency           </div> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                  |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                     |