

REPUBLIC OF THE PHILIPPINES EC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <i>Inage Susan Mendoza</i> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT <i>Visayas State College of Agriculture</i>		3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION <i>Comm. Arts Dept</i>		5. WORK STATION/PLACE OF WORK <i>VISCA Laboratory High School</i>	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: 7b. OTHER COMPENSATION:	
8. OFFICIAL DESIGNATION OF POSITION <i>Sec. Sch. Teacher</i>		9. WORKING PROPOSED TITLE <i>Filipino Teacher</i>	
10. WAPCO CLASSIFICATION OF THIS POSITION <i>Secondary School Teacher</i>		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] 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			
90%	<i>Teaching Filipino I & III</i> <i>Social Science I</i>		
20%	<i>Advisory III - Emerald class</i> <i>advisory Dramatic Club</i>		
10%	<i>Other assignments, assigned by the Principal</i> <i>& Section Head</i>		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <i>Prof. Dr. S. Ugwang Jr. - OIC, VHS Bmng</i>		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
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.			
18. CONTRACT		19. WORKING CONDITION	
	Occasional	Frequent	
General Public	[]	[]	Normal Working Condition []
Other Agencies	[]	[]	Field Work []
Supervisors	[]	[]	Field Trips []
Management	[]	[]	Exposed to Varied Weather []
Other (Specify)	[]	[]	Others (Specify) []
20. I CERTIFY that the above answers are accurate and complete.			
<u>July 20, 1998</u> Date		<u><i>Dr. Enagi</i></u> Signature of Employee	
21. Describe briefly the general function of the Unit or Section.			
<i>Teaching YDT, Soc. Sci, Filipino, English, CAT</i>			
22. Describe briefly the general function of the position.			
<i>Teaching Secondary Education</i>			
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: Bachelor's degree in the area of specialization <i>in Filipino</i>			
Experience: <i>None required</i> <i>acher - BNHS - Feb. 2 - March 20, 1998</i>			
23b. Licenses or certificates required to do this work, if any.			
<i>PRC Professional License 0018705</i>			
24. I HEREBY CERTIFY that the above answers are accurate and complete.			
<u> </u> Date		<u><i>Amiel Uy</i></u> Signature and Title of Immediate Supervisor	
25. APPROVED:			
<u> </u> Date		<u><i>Samuel S. Go</i></u> Head of Agency	