

<b>REPUBLIC OF THE PHILIPPINES</b> <b>BC-CSC Form No. 1</b> <b>(Position Description Form)</b>		<b>1. NAME OF EMPLOYEE</b> <b>PONCE      BETHLEHEM      ALGODON</b> <small>(Family Name)      (Given Name)      (Middle Name)</small>	
<b>2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b> <b>DLABS</b> Visayas State University		<b>3. BUREAU OR OFFICE</b> <b>VISAYAS STATE UNIVERSITY</b>	
<b>4. DEPT./BRANCH/DIVISION</b>		<b>5. WORK STATION/PLACE OF WORK</b>	
<b>6a. PRES. APPRO.</b> ACT/ BOARD RES/ ORD. NO. ITEM NO.	<b>6b. PREV. APPROP</b> ACT BOARD RES/ ORD. NO. ITEM NO.	<b>7a. SALARY P.A.:</b>  <b>7b. OTHER COMPENSATION:</b>	
<b>8. OFFICIAL DESIGNATION OF POSITION</b> <b>INSTRUCTOR I</b>		<b>9. WORKING PROPOSED TITLE</b>	
<b>10. WAPCO CLASSIFICATION OF THIS POSITION</b>		<b>11. OCCUPATION GROUP TITLE</b> (leave blank)	
<b>12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS</b> MUNICIPALITY [ ]      CITY [ X ]      PROVINCE [ ] 1 <sup>st</sup> [ ]      2 <sup>nd</sup> [ ]      3 <sup>rd</sup> [ ]      4 <sup>th</sup> [ ]      5 <sup>th</sup> [ ]      6 <sup>th</sup> [ ]			
<b>13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.</b>			
Percent of Working Time	D U T I E S		
85%	1. Teaches assigned subject and performs other teaching related functions, among others the following: a) Prepares teaching materials/guides and submit to department head. b) Conducts examination (mid/final/long hours/quizzes). c) Checks test papers and return 1 week after exam. 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. Participates in the co-curricular activities.		
5%	4. Performs other functions assigned by the Department Head.		
----- 100%			



14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <p style="text-align: center;">DEAN</p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  <p style="text-align: center;">VICE-PRESIDENT</p>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)  <p style="text-align: center;"><b>DEPARTMENT HEAD</b></p>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computer, calculator, charts, class records, board eraser, etc.																													
18. CONTRACT  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 20%; text-align: center;">Occasional</th> <th style="width: 20%; text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ <b>x</b> ]</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	[ ]	[ <b>x</b> ]	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;">[ <b>X</b> ]</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 Whether</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	[ <b>X</b> ]	Field Work	[ ]	Field Trips	[ ]	Exposed to Varied Whether	[ ]	Others (Specify)	[ ]
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21. Describe briefly the general function of the Unit or Section. <i>As a service department to teach the Students through quality instruction, to improve productivity, profitability, equity &amp; well-being of the University as a whole.</i>																													
22. Describe briefly the general function of the position. <i>To serve technical/academic department through Instruction by teaching the basis subject/graduate courses at the dept., explore possibilities on research and extension in relation to university thrusts.</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. These items should be filled for all positions other than teaching).  Education: <b>B. S. degree in the area of specialization.</b>  Experience:																													
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;"> <div style="width: 45%;"> <p>_____ Date</p> </div> <div style="width: 45%; text-align: right;"> <p><u>GUIRALDO C. FERNANDEZ, JR., OIC Head</u> Signature and Title of Immediate Supervisor</p> </div> </div>																													
25. APPROVED:  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>_____ Date</p> </div> <div style="width: 45%; text-align: right;"> <p><u>JOSE L. BACUSMO, President</u> Head of Agency</p> </div> </div>																													