

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE Siarez Mildred Mergal (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VSU - LHS Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE VSU	
4. DEPT./BRANCH/DIVISION Education Department		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.		7a. SALARY P.A.: 21,910.00 7b. OTHER COMPENSATION: P 24,000.00	
6b. PREV. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.			
8. OFFICIAL DESIGNATION OF POSITION Instructor I		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 ☒ 3rd [] 4th [] 5th [] 6th []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time: D U T I E S			
85% 5% 5% 5% 100%	1. Teaches assigned subject and performs other teaching related functions, among others the following: a) Prepared 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. 2. Member in different committees. 3. Participate in the co-curricular activities. 4. Perform other functions assigned by the Department Head.		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

High School Principal

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Dean of College of Education

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)

Dr. Rolando H. Arpilleda - High School Principal
Dr. Dolores Alcobar - Dean of College of Education

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

laptop, projector, TV & DVD (for film showing)

18. CONTRACT

	Occasional	Frequent
General Public	[X]	[]
Other Agencies	[]	[]
Supervisors	[]	[]
Management	[]	[]
Other (Specify)	[]	[]

19. WORKING CONDITION

Normal Working Condition	[X]
Field Work	[]
Field Trips	[]
Exposed to Varied Weather	[]
Others (Specify)	[]

20. I CERTIFY that the above answers are accurate and complete.

11/22/2012

Date

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

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: Masteral degree in the area of specialization.

Experience:

23b. Licenses or certificates required to do this work, if any.

PRC Licence

24. I HEREBY CERTIFY that the above answers are accurate and complete.

11/27/2012

Date

Dr. Rolando H. Arpilleda
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

JOSE L. BACUSMO
Head of Agency