

<b>REPUBLIC OF THE PHILIPPINES</b> <b>BC-CSC Form No. 1</b> <b>(Position Description Form)</b>		<b>1. NAME EMPLOYEE</b> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span><u>LAO</u> (Family Name)</span> <span><u>MAGNOLIA</u> (Given Name)</span> <span><u>C.</u> (Middle Name)</span> </div>											
<b>2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT</b> Visayas State University, Baybay City, Leyte		<b>3. BUREAU OR OFFICE</b> DEPT. OF CONSUMER & HOSPITALITY MGT											
<b>4. DEPT./BRANCH/DIVISION</b>		<b>5. WORK STATION/PLACE OF WORK</b>											
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <b>6a. PRES. APPRO.</b>            ACT/            BOARD RES/            ORD. NO.            ITEM NO.         </div> <div style="width: 45%;"> <b>6b. PREV. APPRO</b>            ACT/            BOARD RES/            ORD. NO.            ITEM NO.         </div> </div>		<b>7a. SALARY P.A.:</b>  <b>7b. OTHER COMPENSATION: P 24,000.00</b>											
<b>8. OFFICIAL DESIGNATION OF POSITION</b> Instructor I		<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> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>MUNICIPALITY [ ]</span> <span>CITY [ ]</span> <span>PROVINCE [ ]</span> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>1st [ ]</span> <span>2nd [ ]</span> <span>3rd [ ]</span> <span>4th [ ]</span> <span>5th [ ]</span> <span>6th [ ]</span> </div>													
<b>13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.</b>													
<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <b>Percent of Working Time:</b> </div> <div style="width: 55%; text-align: center;"> <b>D U T I E S</b> </div> </div>													
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; vertical-align: top;">85%</td> <td style="vertical-align: top;">           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.         </td> </tr> <tr> <td style="vertical-align: top;">5%</td> <td style="vertical-align: top;">2. Member in different committees.</td> </tr> <tr> <td style="vertical-align: top;">5%</td> <td style="vertical-align: top;">3. Participate in the co-curricular activities.</td> </tr> <tr> <td style="vertical-align: top;">5%</td> <td style="vertical-align: top;">4. Perform other functions assigned by the Department Head.</td> </tr> <tr> <td style="vertical-align: top;">100%</td> <td></td> </tr> </table>				85%	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.	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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64H  
62  
1-2-14

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 (if more than (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. CONTRACT		19. WORKING CONDITION	
	Occasional	Frequent	
General Public	[ X ]	[ ]	Normal Working Condition [ X ]
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.			
12/16/2012 Date		[Signature] 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 field of specialization. Experience:			
23b. Licenses or certificates required to do this work, if any.			
24. I HEREBY CERTIFY that the above answers are accurate and complete.			
Date		[Signature] E. I. DEBAY Signature and Title of Immediate Supervisor	
25. APPROVED:			
Date		[Signature] JOSE L. BACUSMO Head of Agency	