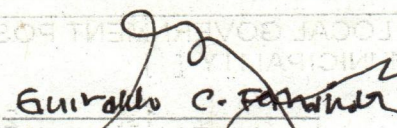
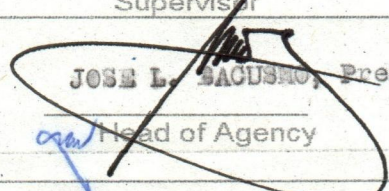


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE Fernando E. Quinto, Jr. Contino (Family Name) (Given Name) (Middle Name)
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Dept. of Liberal Arts & Behavioral Sciences VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VSU
4. DEPT./BRANCH/DIVISION Department of Liberal Arts and Behavioral Sciences		5. WORK STATION/PLACE OF WORK VSU
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. VLSCAD-1N8T-73-2005	7a. SALARY P.A.: 162,144.00 7b. OTHER COMPENSATION PER AACA General Public
8. OFFICIAL DESIGNATION OF POSITION Instructor I		9. WORKING PROPOSED TITLE Supervisor
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 attach additional sheets.		
Percent of Working Time: DUTIES 95% - To teach Philosophy, English and Social Sciences Courses and some other subjects offered at DLAB as assigned by the Dept. Head. 3% - Member in different committees and participate in the co-curricular activities in DLAB. 2% - Other assignments given by the department head from time to time. 100%		
24. I HEREBY CERTIFY that the above answers are accurate and complete.		
Signature and Title of Immediate Supervisor:		Date:
Signature and Title of Head of Agency:		Date:
APPROVED		Date:

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <u>Online Department Head</u>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <u>Dean</u>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (List only by their item nos. and titles) <u>Dept. Head</u>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <u>Computer, calculator, classrecord, ball pen, pencil, chart, etc.</u>																													
18. CONTACT <table style="width: 100%;"> <tr> <td></td> <td style="text-align: center;">Occasional</td> <td style="text-align: center;">Frequent</td> </tr> <tr> <td>General Public</td> <td style="text-align: center;">☐</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>Others (Specify)</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☐</td> </tr> </table>		Occasional	Frequent	General Public	☐	☐	Other Agencies	☐	☐	Supervisors	☐	☐	Management	☐	☐	Others (Specify)	☐	☐	19. WORKING CONDITION <table style="width: 100%;"> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">☐</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 Weather</td> <td style="text-align: center;">☐</td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;">☐</td> </tr> </table>	Normal Working Condition	☐	Field work	☐	Field Trips	☐	Exposed to Varied Weather	☐	Other's (Specify)	☐
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Exposed to Varied Weather	☐																												
Other's (Specify)	☐																												
20. I CERTIFY that the above answers are accurate and complete. <u>February 5, 2009</u> Date  Signature of Employee																													
21. Describe briefly the general function of the Unit or Section. <u>As a service department to teach the students through quality instruction, to improve productivity, profitability, equity and well-being of the University as a whole.</u>																													
22. Describe briefly the general function of the position. <u>To serve technical/academic department through instruction by teaching the basic subject/graduate courses at the department; explore possibilities on research and extension in relation to the College thrust.</u>																													
23.a. 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: <u>B. S. degree in the area of specialization.</u> Experience: <u>10 years of teaching and research in the field of specialization.</u>																													
23b. Licenses or certificates required to do this work, if any.																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. _____ Date  <u>NORBERTO P. CANADA, Dept. Head</u> Signature and Title of Immediate Supervisor																													
25. APPROVED _____ Date  <u>JOSE L. SACUSMO, President</u> Head of Agency																													