

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE LAMPERT, MA-JESUSA GERAZON MORALDE (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION VSU- LHS		5. WORK STATION/PLACE OF WORK VSU	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		7a. SALARY P.A.: ₱247,812.00 7b. OTHER COMPENSATION: P 24,000.00	
6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. VLSCAP-INST-M-2015			
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 <input checked="" type="checkbox"/> 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%		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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14. POSITION TITLE OF IMMEDIATE SUPERVISOR PRINCIPAL	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR 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. COOKING & BAKING EQUIPMENTS (STOVE, OVEN, & OTHERS), SEWING MACHINES	
18. CONTRACT	19. WORKING CONDITION
General Public	Normal Working Condition [X]
Other Agencies	Field Work []
Supervisors	Field Trips []
Management	Exposed to Varied Weather []
Other (Specify)	Others (Specify) []
Occasional [X]	
Frequent []	
20. I CERTIFY that the above answers are accurate and complete.	
Date	Signature of Employee
21. Describe briefly the general function of the Unit or Section. INSTRUCTION	
22. Describe briefly the general function of the position. TEACHING	
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: MASTERS DEGREE Experience: 2 YEARS	
23b. Licenses or certificates required to do this work, if any. LICENSURE EXAMINATION FOR TEACHERS	
24. I HEREBY CERTIFY that the above answers are accurate and complete.	
Date	Signature and Title of Immediate Supervisor ROSARIO P. ABELA, Principal
25. APPROVED: 9 Aug 2016 Date	
EDGARDO E. TULIN Head of Agency	