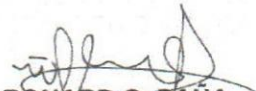
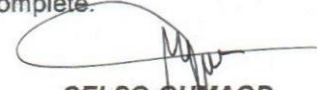



REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC Form No. 1 (Position Description Form)		PANA RONARD GONZAGA (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VSU	
4. DEPT./BRANCH/DIVISION COE/ DEPARTMENT OF MECHANICAL ENGINEERING		5. WORK STATION/PLACE OF WORK VSU	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO.	7a. SALARY P.A.: P258,444.00	
		7b. OTHER COMPENSATION: PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION INSTRUCTOR 1		9. WORKING PROPOSED TITLE INSTRUCTOR 1	
10. WAPCO CLASSIFICATION OF THIS POSITION INSTRUCTOR 1		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION,CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS			
MUNICIPALITY []		CITY [] PROVINCE []	
1st [x] 2nd []		4th [] 5th [] 6th []	
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of : Working Time : DUTIES			
: 85% 1. Teaches assigned subject and performs other teaching related functions, among others the following; : a) Prepare 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%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR CELSO GUMAOD <i>Head, Department of Mechanical Engineering</i>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR ROBERTO C. GUARTE <i>Dean, College of Engineering</i>																		
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. <i>Books, Computer, Printer, Projector, Ballpen, Microphone and other related materials and eqpt.</i>																			
18. CONTACT <table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </tbody> </table>		Occasional	Frequent	General Public	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	19. WORKING CONDITION Normal Working Condition Field work <input type="checkbox"/> Field Trips <input type="checkbox"/> Exposed to Varied Weather Other's (Specify) <input type="checkbox"/>
	Occasional	Frequent																	
General Public	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																	
Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>																	
Supervisors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																	
Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																	
Others (Specify)	<input type="checkbox"/>	<input checked="" type="checkbox"/>																	
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <u>7/21/2016</u> Date </div> <div style="text-align: center;">  RONALD G. PANA Signature of Employee </div> </div>																			
21. Describe briefly the general function of the Unit or Section. <i>To provide instruction, research & extension services.</i>																			
22. Describe briefly the general function of the position. <i>Instruction</i>																			
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: <i>Masteral degree in the field of specialization.</i> 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; margin-top: 20px;"> <div style="text-align: center;"> _____ Date </div> <div style="text-align: center;">  CELSO GUMAOD Signature and Title of Immediate Supervisor </div> </div>																			
25. APPROVED <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> _____ Date </div> <div style="text-align: center;">  EDGARDO E. TULIN <i>Head of Agency</i> </div> </div>																			