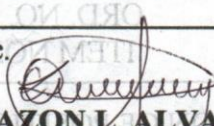
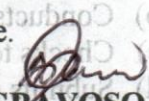
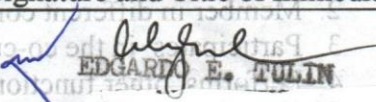


REPUBLIC OF THE PHILIPPINES BC-CSC Form No.1 (Position Description Form)		1. NAME OF EMPLOYEE ALVAREZ CORAZON LOVETE (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT DLABS Visayas State University		3. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY	
4. DEPT./BRANCH/DIVISION <input checked="" type="checkbox"/> Normal Working Condition		5. WORK STATION/PLACE OF WORK <input type="checkbox"/> Frequent <input type="checkbox"/> Occasional	
6a. PRES. APPRO. ACT/ <input type="checkbox"/> BOARD RES/ <input type="checkbox"/> ORD. NO. <input type="checkbox"/> ITEM NO. <input type="checkbox"/>		7a. SALARY P.A.: <input type="checkbox"/> <input type="checkbox"/> Supervisors <input type="checkbox"/> Management <input type="checkbox"/> Other (Specify)	
6b. PREV. APPROP. ACT/ <input type="checkbox"/> BOARD RES/ <input type="checkbox"/> ORD. NO. <input type="checkbox"/> ITEM NO. <input type="checkbox"/>		7b. OTHER COMPENSATION: <input type="checkbox"/>	
8. OFFICIAL DESIGNATION OF POSITION INSTRUCTOR I		9. WORKING PROPOSED TITLE Date	
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 <input type="checkbox"/> CITY <input checked="" type="checkbox"/> PROVINCE <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th <input type="checkbox"/> 6 th <input type="checkbox"/>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach 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) Prepares 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. Participates in the co-curricular activities.		
5%	4. Performs other functions assigned by the department head.		
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;">DEPARTMENT HEAD</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">DEAN</div>																												
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, calculator, charts, class records, board eraser, etc.																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <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;">[]</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>Other (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[X]</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 Whether</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[X]	Field Work	[]	Field Trips	[]	Exposed to Varied Whether	[]	Others (Specify)	[]
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20. I CERTIFY that the above answers are accurate and complete.																													
<div style="text-align: center;"> <u>10/6/15</u> Date </div>	<div style="text-align: center;">  CORAZON L. ALVAREZ Signature of Employee </div>																												
21. Describe briefly the general function of the Unit or Section. <i>A service department to teach the students through quality instruction, to improve productivity, profitability, equity & well-being of the University as a whole.</i>																													
22. Describe briefly the general function of the position. <i>To serve technical/academic department through Instruction by teaching the basic subject/graduate courses at the dept., explore possibilities on research and extension in relation to university thrusts.</i>																													
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. These items should be filled for all positions other than teaching). Education: <u>Masteral degree in the field of specialization.</u> 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="text-align: center;"> <u>10-26-15</u> Date </div>	<div style="text-align: center;">  ANNIE P. GRAVOSO, Head Signature and Title of Immediate Supervisor </div>																												
25. APPROVED: <div style="text-align: center;"> Date </div>	<div style="text-align: center;">  EDGARDO E. TULIN Head of Agency </div>																												