

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <b>GUARTE JACQUELINE MENDOZA</b> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  <b>Visayas State University</b>		3. BUREAU OR OFFICE  <b>VISAYAS STATE UNIVERSITY</b>	
4. DEPT./BRANCH/DIVISION  <b>Department of Mathematics, Physics, and Statistics</b>		5. WORK STATION/PLACE OF WORK  <b>VISAYAS STATE UNIVERSITY</b>	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		6b. APROV III-4-2011 ACT/ BOARD RES/ ORD. NO. ITEM NO. <b>VISCAP-PROF1-5-2015</b>	
7a. SALARY P.A.: <b>P. 577,000</b>		7b. OTHER COMPENSATION: <b>P. 24,000</b>	
8. OFFICIAL DESIGNATION OF POSITION  <b>Assoc. Professor III</b>		9. WORKING PROPOSED TITLE  <b>Professor I</b>	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CLER GOVERNMENT 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 attached additional sheets.			
Percent of Working Time		DUTIES	
75%	1. Teaches assigned statistics coures and performs other instruction-related functions.		
10%	2. Conducts research/extension work.		
5%	3. Guides the VSU Statistical Society and counsels BSS students.		
6%	4. Works as member of the CHED Technical Committee for Statistics and member of VSU committees.		
4%	5. Performs other functions assigned by supervisors.		
100%			

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14. POSITION TITLE OF IMMEDIATE SUPERVISOR <b>DEPARTMENT HEAD</b>		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <b>COLLEGE DEAN</b>	
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. <b>Books, chalk, eraser, teaching manual, scientific calculator, laptop, LCD</b>			
18. CONTRACT		19. WORKING CONDITION	
	Occasional	Frequent	
General Public	[ X ]	[ ]	Normal Working Condition [ X ]
Other Agencies	[ X ]	[ ]	Field Work [ ]
Supervisors	[ ]	[ / ]	Field Trips [ ]
Management	[ X ]	[ ]	Exposed to Varied Weather [ ]
Other (Specify)	[ ]	[ ]	Others (Specify) [ ]
20. I CERTIFY that the above answers are accurate and complete. <div>7 April 2015 Date</div> <div>JACQUELINE M. GUARTE Signature of Employee</div>			
21. Describe briefly the general function of the Unit or Section <b>Conducts instruction, research, and extension.</b>			
22. Describe briefly the general function of the position. <b>Conducts instruction, research, and extension.</b>			
23a. Indicate the required qualifications by years and kind of educaion considered in filling up a vacancy for this position. (Keep the position in mind rather than the qualifications of th present incumbent. This item should be filled for all position  Education: Ph.D. in Statistics  Experience: 2 years of relevant 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>4/8/15 Date</div> <div>REMBERTO A. PATINDOL Signature and Title of Immediate Supervisor</div>			
25. APPROVED: <div> Date</div> <div>JOSE L. BACUSMO Head of Agency</div>			