EPUBLIC OF THE PHILIPPINES	1. NAME OF EMPLOYEE
BC-CSC Form No. 1	QUEVEN ELITABELT S.
(Position Description Form)	(Family Name) (Given Name) (Middle Name)
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNME	3. BUREAU OR OFFICE
VISAYAS STATE UNIVERSITY	VSU
4. DEPT./BRANCH/DIVISION	5. WORK STATION/PLACE OF WORK VSU
68 S. APPRO. 6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A. \$\frac{18}{18}, 28
E CEFICIAL DESIGNATION OF POSITION	9. WORKING PROPOSED TITLE
10. WAPCO CLASSIFICATION OF THIS POSITION INSTRUCTOR	11. OCCUPATION GROUP TITLE (leave blank)
12 FOR LOCAL GOVERNMENT POSITION, CHECK WUNICIPALITY []	GOVERNMENTAL UNIT AND UNIT'S CLASS CITY [] PROVINCE []
1st 2nd	4th 5th 6th
13. CTALEMENT OF DUTIES AND RESPONSIBILITY and additional sheets.	TIES. If more space is needed, please
Person of :	and within appearance services of vicinity extension
Working Time: DUTIES	S
among others the following a) Prepared teaching mater b) Conducts examination (m c) Checks test papers and	rials/guides and submit to department head. mid/final/long hours/quizzes). return 1 week after exam. d turn over class records to department head examination.

- Inci

Quein)

ILLEN DE PAR	SUPERVISOR CAS DEAK
HEAD. DOPAC	CAIS VENY
18. NAMES, TITLES AND ITEM NOS. OF THOSE only by their item nos. and titles)	MANNESCO There are the severy
COMPUTERS, LAPTOP, DCP, OH	2000年,1900年,1900年,1900年,1900年,1900年,1900年,1900年,1900年,1900年,1900年,1900年,1900年,1900年,1900年,1900年,1900年,1900年,1
Occasional Frequent General Public [] [] Other Agencies [] [] Supervisors [] [] Management [] [] Others (Specify) [] []	19. WORKING CONDITION Normal Working Condition Field work [] Field Trips [] Exposed to Varied Weather Other's (Specify) []
20. I CERTIFY that the above answers are accurate	e and complete.
11 19 10 Date	Signature of Employee
21. Describe briefly the general function of the Unit	
22. Describe briefly the general function of the position of t	
23.a indicate the required qualifications by years ar vacancy for this position. (Keep the position in incumbent. This item should be filled for all position: B. S. degree in the are Experience:	mind rather than the qualifications of the present
Licenses or certificates required to do this wo	rk,
24. I HEREBY CERTIFY that the above answers a Date Date	CANDELARIO L. CALIBO, Hand, DOPA Signature and Title of Immediate Supervisor
Date	Head of Agency Head of Agency

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