

REPUBLIC OF THE PHILIPPINES BC-CSC Form No.1 (Position Description Form)		1. NAME OF EMPLOYEE <b>ROLA CHERRY NUNEZ</b> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <b>DLABS</b> Visayas State University		3. BUREAU OR OFFICE <b>VISAYAS STATE UNIVERSITY</b>	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPROP ACT BOARD RES/ ORD. NO. ITEM NO. <b>LS</b>	7a. SALARY P.A.: <b>₱ 219,996.00</b> 7b. OTHER COMPENSATION: <b>₱ 24.00</b>	
8. OFFICIAL DESIGNATION OF POSITION <b>Instructor I</b>		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 [ ] 1 <sup>st</sup> [ ] 2 <sup>nd</sup> [ ] 3 <sup>rd</sup> [ ] 4 <sup>th</sup> [ ] 5 <sup>th</sup> [ ] 6 <sup>th</sup> [ ]			
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. Participate in the co-curricular activities.		
5%	4. Perform other functions assigned by the Department Head.		
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <b>DEPARTMENT HEAD</b>		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <b>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) <b>DEPARTMENT HEAD</b>			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computer, calculator, charts, class records, board eraser, etc.			
18. CONTRACT		19. WORKING CONDITION	
Occasional      Frequent		Normal Working Condition      [ X ]	
General Public      [ ]      [ ]		Field Work      [ ]	
Other Agencies      [ ]      [ ]		Field Trips      [ ]	
Supervisors      [ ]      [ ]		Exposed to Varied Whether      [ ]	
Management      [ ]      [ ]		Others (Specify)      [ ]	
Other (Specify)      [ ]      [ ]			
20. I CERTIFY that the above answers are accurate and complete.			
<u>10/21/11</u> Date		<u>CHERRY N. ROLA</u> Signature of Employee	
21. Describe briefly the general function of the Unit or Section. <i>As a service department to teach the Students through quality instruction, to improve productivity, profitability, equity &amp; 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 basis 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. This items should be filled for all positions other than teaching).  Education: <i>B. S. degree in the area 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.  <u>10/21/11</u> <u>JUSTINIANO L. SEROY, Dept. Head</u> Date      Signature and Title of Immediate Supervisor			
25. APPROVED:  _____ Date <u>JOSE L. BACUSMO, President</u> Head of Agency			