

<b>REPUBLIC OF THE PHILIPPINES</b> BC-CSC Form No. 1 (Position Description Form)		<b>1. NAME OF EMPLOYEE</b> <b>CATRE</b> <b>SALVADOR</b> <b>M. JR.</b> (Family Name) (Given Name) (Middle Name)	
<b>2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b> <b>VISAYAS STATE UNIVERSITY</b>		<b>3. BUREAU OR OFFICE</b> <b>VSU</b>	
<b>4. DEPT./BRANCH/DIVISION</b>		<b>5. WORK STATION/PLACE OF WORK</b> <b>VSU</b>	
<b>6a. PRES. APPRO.</b> ACT/ BOARD RES/ ORD. NO.	<b>6b. PREV. APPRO</b> ACT/ BOARD RES/ ITEM NO. <b>VISCAB-INST1-22-05</b>	<b>7a. SALARY P.A.: P 193,212.00</b>  <b>7b. OTHER COMPENSATION PERA/ACA P 24,000.00</b>	
<b>8. OFFICIAL DESIGNATION OF POSITION</b> <b>Instructor II</b>		<b>9. WORKING PROPOSED TITLE</b>	
<b>10. WAPCO CLASSIFICATION OF THIS POSITION</b>		<b>11. OCCUPATION GROUP TITLE</b> (leave blank)	
<b>12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS</b> MUNICIPALITY [ ] CITY [ ] PROVINCE [ ]			
1st [ ] 2nd [ ] 4th [ ] 5th [ ] 6th [ ]			
<b>13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.</b>			
Percent of : Working Time :			
<b>DUTIES</b>			
70 % :	Teaching English I, English II, Val. Ed IV		
20 % :	Supervising students in <sup>certain</sup> school activities		
10 % :	Performing other tasks given by the Section Head,		
	High School Principal, Dean of COE		
100 % :			



<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR <i>VSU LHS Principal</i></p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <i>Dean of the College of Education</i></p>																												
<p>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (If more than 7) list only by their item nos. and titles)</p>																													
<p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <i>books, pens, calculator, etc.</i></p>																													
<p>18. CONTACT</p> <table border="0" style="width: 100%;"> <tr> <td></td> <td style="text-align: center;">Occasional</td> <td style="text-align: center;">Frequent</td> </tr> <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>Others (Specify)</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> </table>		Occasional	Frequent	General Public	[ ]	[ ]	Other Agencies	[ ]	[ ]	Supervisors	[ ]	[ ]	Management	[ ]	[ ]	Others (Specify)	[ ]	[ ]	<p>19. WORKING CONDITION</p> <table border="0" style="width: 100%;"> <tr> <td>Normal Working Condition</td> <td></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 Weather</td> <td></td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;">[ ] [ ] [ ]</td> </tr> </table>	Normal Working Condition		Field work	[ ]	Field Trips	[ ]	Exposed to Varied Weather		Other's (Specify)	[ ] [ ] [ ]
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<p>20. I CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><u>10/12/09</u> Date</p> </div> <div style="width: 45%; text-align: right;"> <p><u><i>Salvador Santiago Jr.</i></u> Signature of Employee</p> </div> </div>																													
<p>21. Describe briefly the general function of the Unit or Section. <i>Laboratory School of the College of Education</i></p>																													
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<p>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).</p> <p>Education: <i>B.S. degree in the area of specialization.</i></p> <p>Experience: <i>B.S. degree in the area of specialization.</i></p>																													
<p>23b. Licenses or certificates required to do this work, <i>Civil Service Eligible</i></p>																													
<p>24. I HEREBY CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><u>10/16/09</u> Date</p> </div> <div style="width: 45%; text-align: right;"> <p><u><i>[Signature]</i></u> Signature and Title of Immediate Supervisor</p> </div> </div>																													
<p>25. APPROVED</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><u>                    </u> Date</p> </div> <div style="width: 45%; text-align: right;"> <p><u><i>Jorge L. Babiliano</i></u></p> </div> </div>																													