

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; margin-top: 5px;"> GALAMBAG MARCIANA BAJA </div> <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 2px;"> (Family Name) (Given Name) (Middle Name) </div>											
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT <div style="margin-top: 5px;">Visayas State University, Baybay City, Leyte</div>		3. BUREAU OR OFFICE <div style="margin-top: 5px;">VISAYAS STATE UNIVERSITY</div>											
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK <div style="margin-top: 5px;">BAYBAY CITY</div>											
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> 6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. </div> <div style="width: 48%;"> 6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. </div> </div>		7a. SALARY P.A.: 7b. OTHER COMPENSATION: P 24,000.00											
8. OFFICIAL DESIGNATION OF POSITION <div style="margin-top: 5px;">Instructor I</div>		9. WORKING PROPOSED TITLE											
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE <small>(leave blank)</small>											
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-between; margin-top: 5px;"> MUNICIPALITY [] CITY [] PROVINCE [] </div> <div style="display: flex; justify-content: space-around; margin-top: 10px; font-size: small;"> 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div>													
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.													
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> Percent of : Working Time: </div> <div style="width: 65%; text-align: center;"> D U T I E S </div> </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; vertical-align: top;">85%</td> <td style="width: 90%;"> 1. Teaches assigned subject and performs other teaching related functions, among others the following: a) Prepared 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. </td> </tr> <tr> <td style="vertical-align: top;">5%</td> <td>2. Member in different committees.</td> </tr> <tr> <td style="vertical-align: top;">5%</td> <td>3. Participate in the co-curricular activities.</td> </tr> <tr> <td style="vertical-align: top;">5%</td> <td>4. Perform other functions assigned by the Department Head.</td> </tr> <tr> <td style="vertical-align: top;">100%</td> <td></td> </tr> </table>				85%	1. Teaches assigned subject and performs other teaching related functions, among others the following: a) Prepared 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%	
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100%													

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14. POSITION TITLE OF IMMEDIATE SUPERVISOR PROFESSOR and COURSE COORDINATOR		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR PRESIDENT	
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, screen projector, black board, papers, pen			
18. CONTRACT		19. WORKING CONDITION	
	Occasional	Frequent	
General Public	[X]	[]	Normal Working Condition [X]
Other Agencies	[]	[]	Field Work []
Supervisors	[]	[]	Field Trips []
Management	[]	[]	Exposed to Varied Weather []
Other (Specify)	[]	[]	Others (Specify) []
20. I CERTIFY that the above answers are accurate and complete. JULY 27, 2012 Date Signature of Employee			
21. Describe briefly the general function of the Unit or Section. To implement the offering of Biotechnology program of the University.			
22. Describe briefly the general function of the position. To teach biotech courses and to conduct research.			
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 item should be filled for all positions other than teaching). Education: MS Biotech Experience: 1 year of relevant experience, 4 hr of relevant training			
23b. Licenses or certificates required to do this work, if any. None			
24. I HEREBY CERTIFY that the above answers are accurate and complete. July 29, 2012 Date Signature and Title of Immediate Supervisor			
25. APPROVED: Date JOSE L. BACUSMO Head of Agency			