- SPUBLIC OF THE PHILIPPINES	1. NAME OF EMPLOYEE
BC-CSC Form No. 1	LINA SUTETE B.
(Position Description Form)	(Family Name) (Gloch Name) (Middle Name)
2. DEPARTMENT, CORPORATION OR AGENCY/	3. BUREAU OR OFFICE
VISAYAS STATE UNIVERSITY	VSU
4. DEPT/BRANCH/DIVISION DASS	5. WORK STATION/PLACE OF WORK VSU
69. RES. APPRO. 6b. PREV. APPRO ACT/ BOARD RES/ ORD, NO. 6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. VISCAD.	7a. SALARY P.A.: \$ 200,712. 7b. OTHER COMPENSATIONERA/ACA \$ 24,000. 1941-2-2002
8. OFFICIAL DESIGNATION OF POSITION INSTRUCTOR I	9. WORKING PROPOSED TITLE
1 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 [] PROVINCE [] 1st 2nd 4th 5th 6th [] [] [] [] []	
13 STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please south additional sheets.	
Personal Communication Communi	
Wester Time: DUTIES	
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.	
58 4. Perform other functions assigned by the Department Head.	
	HERE AN CHATTEY WAS THE ADDRESS ASSESSED.

TITION TITLE OF IMMEDIATE SUPERVISOR 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR DEPT. HEAD COLLEGE DEAN 13. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SURERMINET?) list only by their item nos. and titles) STUDENTS MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. LAB EQUIPMENT, COMPUTER, CHALKBOKED CONTACT 19. WORKING CONDITION Occasional Frequent Normal Working Condition General Public W Field work Other Agencies M Field Trips Supervisors [] **Exposed to Varied Weather** IX CVASSROOM Management Other's (Specify) Others (Specify) 20. I CERTIFY that the above answers are accurate and complete. 04/29/11 Signature of Employee Describe briefly the general function of the Unit or Section. To provide instruction, research, production & extension services seribe briefly the general function of the position.

To teach a conduct research related to Soil & Soil management. Describe briefly the general function of the position. 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). Education: B.S. degree in the area of specialization Experience: . Licenses or certificates required to do this work, Civil service Eligibility HEREBY CERTIFY that the above answers are accurate and complete 03 May 2011 B. ASIU Signature and Title of Immediate

lead of Agency

APPROVED

Date