

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between;"> LINA SURETE B. </div> <div style="display: flex; justify-content: space-between; font-size: small;"> (Family Name) (Given Name) (Middle Name) </div>	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VSU	
4. DEPT./BRANCH/DIVISION DASS		5. WORK STATION/PLACE OF WORK VSU	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. VISCAD-1	7a. SALARY P.A.: ₱ 200,712. 7b. OTHER COMPENSATION PERA/ACA ₱ 24,000. 1941-2-2002	
8. OFFICIAL DESIGNATION OF POSITION INSTRUCTOR I		9. WORKING PROPOSED TITLE TEACHING	
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 [] PROVINCE [] <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div>1st []</div> <div>2nd []</div> <div>4th []</div> <div>5th []</div> <div>6th []</div> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
<div style="display: flex;"> <div style="flex: 1;"> Percent of : Working Time : </div> <div style="flex: 2; text-align: center;"> DUTIES </div> </div>			
<div style="display: flex;"> <div style="flex: 1; padding-right: 10px;"> 85% 5% 5% 5% <u>100%</u> </div> <div style="flex: 3;"> <ol style="list-style-type: none"> 1. Teaches assigned subject and performs other teaching related functions, among others the following: <ol style="list-style-type: none"> 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. 2. Member in different committees. 3. Participate in the co-curricular activities. 4. Perform other functions assigned by the Department Head. </div> </div>			

