

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;"> <i>Pasana</i> (Family Name) <i>Sheena Mae</i> (Given Name) <i>Capacio</i> (Middle Name) </div>	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE <i>DLABS</i>	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
<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. <i>USCAP-1NCT-42-7014</i> </div> </div>		7a. SALARY P.A.: <i>P229,280-</i> 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Instructor I		9. WORKING PROPOSED TITLE <i>Instructor I</i>	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
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: 5px;"> 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: 70%; text-align: center;"> D U T I E S </div> </div>			
<div style="display: flex;"> <div style="width: 10%; text-align: right; padding-right: 10px;"> 85% 5% 5% 5% 100% </div> <div style="width: 90%;"> <div style="margin-bottom: 10px;"> 1. Teaches assigned subject and performs other teaching related functions, among others the following: <div style="margin-left: 20px;"> 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. </div> </div> <div style="margin-bottom: 10px;"> 2. Member in different committees. </div> <div style="margin-bottom: 10px;"> 3. Participate in the co-curricular activities. </div> <div style="margin-bottom: 10px;"> 4. Perform other functions assigned by the Department Head. </div> </div> </div>			

997

OFF 1000
12/17/13

14.	POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR College Dean																		
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, printer, books, etc.																			
18.	CONTRACT General Public Other Agencies Supervisors Management Other (Specify)	<table border="1"><thead><tr><th></th><th>Occasional</th><th>Frequent</th></tr></thead><tbody><tr><td></td><td>[X]</td><td>[]</td></tr><tr><td></td><td>[]</td><td>[]</td></tr><tr><td></td><td>[]</td><td>[]</td></tr><tr><td></td><td>[]</td><td>[]</td></tr><tr><td></td><td>[]</td><td>[]</td></tr></tbody></table>		Occasional	Frequent		[X]	[]		[]	[]		[]	[]		[]	[]		[]	[]
	Occasional	Frequent																		
	[X]	[]																		
	[]	[]																		
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19.	WORKING CONDITION Normal Working Condition [X] Field Work [] Field Trips [] Exposed to Varied Weather [] Others (Specify) []																			
20.	I CERTIFY that the above answers are accurate and complete. 12/4/2013 Date Signature of Employee																			
21.	Describe briefly the general function of the Unit or Section. To provide instruction, research & extension services.																			
22.	Describe briefly the general function of the position. Instruction																			
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: Masteral degree in the field of specialization. Experience:																			
23b.	Licenses or certificates required to do this work, if any.																			
24.	I HEREBY CERTIFY that the above answers are accurate and complete. Date Signature and Title of Immediate Supervisor																			
25.	APPROVED: Date JOSE L. BACUSMO Head of Agency																			