

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE LINA (Family Name) DARIO (Given Name) PEREZ (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE VCU	
4. DEPT./BRANCH/DIVISION VCU LHS		5. WORK STATION/PLACE OF WORK VCU	
6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. 6b. PREV. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. AP2-21-2011		7a. SALARY P.A.: 293,076.00 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Asst. Prof. II		9. WORKING PROPOSED TITLE Instructor	
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 [] 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time: D U T I E S			
40% - To handle lecture and laboratory classes in Agric. 25% - To take charge of VLHS seed bank project 15% - To serve as CAT I Commandant of VSULHS CAT-I unit 10% - To take charge of YDT classes 5% - To act as supervisor of students in school related activities 5% - To perform other functions that are assigned to me by the principal and other school authorities			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center; font-size: 1.2em; margin-top: 10px;">Principal</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center; font-size: 1.2em; margin-top: 10px;">Director</div>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) <div style="text-align: center; font-size: 1.2em; margin-top: 10px;">None</div>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="text-align: center; font-size: 1.2em; margin-top: 10px;">computer, printer, etc.</div>																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[X]	[]	Other Agencies	[X]	[]	Supervisors	[]	[X]	Management	[X]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[X]</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 style="text-align: center;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[X]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <div style="font-size: 1.2em; margin-bottom: 5px;">11/11/11</div> <div style="border-top: 1px solid black; width: 100px; margin: 0 auto;"></div> <div style="font-size: 0.8em;">Date</div> </div> <div style="text-align: center;"> <div style="font-size: 1.5em; margin-bottom: 5px;">[Signature]</div> <div style="border-top: 1px solid black; width: 100px; margin: 0 auto;"></div> <div style="font-size: 0.8em;">Signature of Employee</div> </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <div style="font-size: 1.1em; margin-top: 10px;">Provide quality secondary education to deserving children of the rural poor as foundation for tertiary education or to prepare them for a gainful employment after graduation.</div>																													
22. Describe briefly the general function of the position. <div style="font-size: 1.1em; margin-top: 10px;">[Blank]</div>																													
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). <div style="margin-top: 10px;"> Education: Relevant Masteral degree Area of Specialization Experience: 1 year of relevant experience </div>																													
23b. Licenses or certificates required to do this work, if any. <div style="margin-top: 10px;">[Blank]</div>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <div style="border-top: 1px solid black; width: 100px; margin: 0 auto;"></div> <div style="font-size: 0.8em;">Date</div> </div> <div style="text-align: center;"> <div style="font-size: 1.2em; margin-bottom: 5px;">DR. ROLANDO H. ARPIVEDA</div> <div style="border-top: 1px solid black; width: 100px; margin: 0 auto;"></div> <div style="font-size: 0.8em;">Signature and Title of Immediate Supervisor</div> </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <div style="border-top: 1px solid black; width: 100px; margin: 0 auto;"></div> <div style="font-size: 0.8em;">Date</div> </div> <div style="text-align: center;"> <div style="font-size: 1.5em; margin-bottom: 5px;">[Signature]</div> <div style="border-top: 1px solid black; width: 100px; margin: 0 auto;"></div> <div style="font-size: 0.8em;">JOSE L. BACUSMO Head of Agency</div> </div> </div>																													