

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <b>VALENZONA    DIVINA    LUCHAVEZ</b> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  <b>Visayas State University</b>		3. BUREAU OR OFFICE  <b>VISAYAS STATE UNIVERSITY</b>	
4. DEPT./BRANCH/DIVISION  <b>DMP, VSU</b>		5. WORK STATION/PLACE OF WORK  <b>VISAYAS STATE UNIVERSITY</b>	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	
7a. SALARY P.A.:		7b. OTHER COMPENSATION:	
8. OFFICIAL DESIGNATION OF POSITION  <b>Instructor III</b>		9. WORKING PROPOSED TITLE  <b>Instructor III</b>	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CLER GOVERNMENT 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		DUTIES	
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%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;"><b>Department Head</b></p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;"><b>College Dean</b></p>																												
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. <p style="text-align: center;"><b>Books, chalk, eraser, handouts, calculator, computer etc.</b></p>																													
18. CONTRACT <table style="width: 100%;"> <tr> <td></td> <td style="text-align: center;">Occasional</td> <td style="text-align: center;">Equipment</td> </tr> <tr> <td>General Public</td> <td style="text-align: center;">[   ]</td> <td style="text-align: center;">[ / ]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[ / ]</td> <td style="text-align: center;">[   ]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[   ]</td> <td style="text-align: center;">[ / ]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[ / ]</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> </table>		Occasional	Equipment	General Public	[   ]	[ / ]	Other Agencies	[ / ]	[   ]	Supervisors	[   ]	[ / ]	Management	[ / ]	[   ]	Other (Specify)	[   ]	[   ]	19. WORKING CONDITION <table style="width: 100%;"> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[ / ]</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> </table>	Normal Working Condition	[ / ]	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;"> <u>8/12/2016</u> Date         </div> <div style="text-align: center;">   <b>DIVINA L. VALENZONA</b>            Signature of Employee         </div> </div>																													
21. Describe briefly the general function of the Unit or Section <p style="text-align: center;"><b>To conduct research, instruction and extension.</b></p>																													
22. Describe briefly the general function of the position. <p style="text-align: center;"><b>To conduct research, instruction and extension.</b></p>																													
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 position) <div style="margin-top: 20px;">           Education: <b>Bachelor of Secondary Education and Master of Arts in Mathematics Education.</b>            Experience: <b>Served as University Instructor since the Second Semester of SY 2006-2007 until present</b> </div>																													
23b. Licenses or certificates required to do this work, if any. <b>Licensure Exam for Teachers (LET)</b>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 40px;"> <div style="text-align: center;"> <hr style="width: 30%;"/> Date         </div> <div style="text-align: center;">   <b>CLIMACO D. ESPINA JR.</b>            Signature and Title of Immediate Supervisor         </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between; margin-top: 40px;"> <div style="text-align: center;"> <hr style="width: 30%;"/> Date         </div> <div style="text-align: center;">   <b>EDGARDO E. TULIN</b>            Head of Agency         </div> </div>																													