

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)						1. NAME OF EMPLOYEE  <div style="display: flex; justify-content: space-between;"> <span>TRUYA</span> <span>RIZALINA</span> <span>DEMOL</span> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>(Family Name)</span> <span>(Given Name)</span> <span>(Middle Name)</span> </div>					
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  Visayas State University, Baybay City, Leyte						3. BUREAU OR OFFICE					
4. DEPT./BRANCH/DIVISION						5. WORK STATION/PLACE OF WORK					
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.						7a. SALARY P.A.: ₱ 214,704.00					
6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.  VISC&P - API- 20-2014						7b. OTHER COMPENSATION: P 24,000.00					
8. OFFICIAL DESIGNATION OF POSITION  <i>Assistant Professor I</i>						9. WORKING PROPOSED TITLE					
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;"> <div>1st [ ]</div> <div>2nd [ ]</div> <div>3rd [ ]</div> <div>4th [ ]</div> <div>5th [ ]</div> <div>6th [ ]</div> </div>											
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											
<div style="margin-left: 40px;">             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.           </div> <div style="margin-left: 40px;">             5% 2. Member in different committees.           </div> <div style="margin-left: 40px;">             5% 3. Participate in the co-curricular activities.           </div> <div style="margin-left: 40px;"> <u>5%</u> 4. Perform other functions assigned by the Department Head.           </div> <div style="margin-left: 40px;">             100%           </div>											

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. <i>computer, printer, etc</i>																													
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;">[ ]</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> </tbody> </table>		Occasional	Frequent	General Public	[ X ]	[ ]	Other Agencies	[ ]	[ ]	Supervisors	[ ]	[ ]	Management	[ ]	[ ]	Other (Specify)	[ ]	[ ]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: right;">[ X ]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: right;">[ ]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: right;">[ ]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: right;">[ ]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: right;">[ ]</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: 10px;"> <div style="text-align: center;">           August 25, 2016            _____            Date         </div> <div style="text-align: center;">             RIZALINA D. TRUYA            Signature of Employee         </div> </div>																													
21. Describe briefly the general function of the Unit or Section. Teaching																													
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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: Doctorate in Education- Filipino Language Teaching Experience: 31 years																													
23b. Licenses or certificates required to do this work, if any. Licensure Exam for Teachers (LET)																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;">           August 25, 2016            _____            Date         </div> <div style="text-align: center;">             LIJUERAJ J. CUADRA            Signature and Title of Immediate Supervisor         </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;">           _____            Date         </div> <div style="text-align: center;">             EDGARDO E. TULIN            Head of Agency         </div> </div>																													