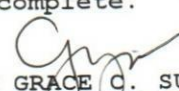
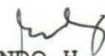


|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |                                                                                                                             |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------------|--|
| REPUBLIC OF THE PHILIPPINES<br>BC-CSC Form No. 1<br>(Position Description Form)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  | 1. NAME OF EMPLOYEE<br><br>SUGANO ,      SHALOM GRACE      CABANILLAS<br>(Family Name)      (Given Name)      (Middle Name) |  |
| 2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT<br><br>Visayas State University, Baybay City, Leyte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  | 3. BUREAU OR OFFICE                                                                                                         |  |
| 4. DEPT./BRANCH/DIVISION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | 5. WORK STATION/PLACE OF WORK                                                                                               |  |
| 6a. PRES. APPRO.      6b. PREV. APPRO<br>ACT/      ACT/<br>BOARD RES/      BOARD RES/<br>ORD. NO.      ORD. NO.<br>ITEM NO.      ITEM NO. LS                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  | 7a. SALARY P.A.: P181,428.00<br><br>7b. OTHER COMPENSATION: P 24,000.00                                                     |  |
| 8. OFFICIAL DESIGNATION OF POSITION<br><br><b>Instructor I</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  | 9. WORKING PROPOSED TITLE                                                                                                   |  |
| 10. WAPCO CLASSIFICATION OF THIS POSITION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  | 11. OCCUPATION GROUP TITLE<br>(leave blank)                                                                                 |  |
| 12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS<br>MUNICIPALITY [ ]      CITY [ ]      PROVINCE [ ]<br><br>1st      2nd      3rd      4th      5th      6th<br>[ ]      [ ]      [ ]      [ ]      [ ]      [ ]                                                                                                                                                                                                                                                                                                                                                   |  |                                                                                                                             |  |
| 13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                                                                                                                             |  |
| Percent of :<br>Working Time:      D U T I E S                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                                                                                                                             |  |
| 85% 1. Teaches assigned subject and performs other teaching related functions, among others the following:<br>a) Prepared teaching materials/guides and submit to department head.<br>b) Conducts examination (mid/final/long hours/quizzes).<br>c) Checks test papers and return 1 week after exam.<br>d) Submits grade sheet and turn over class records to department head two weeks after final examination.<br><br>5% 2. Member in different committees.<br>5% 3. Participate in the co-curricular activities.<br>5% 4. Perform other functions assigned by the Department Head.<br>100% |  |                                                                                                                             |  |

| 14. POSITION TITLE OF IMMEDIATE SUPERVISOR<br><p style="text-align: center;"><u>Dept. Head</u></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR<br><p style="text-align: center;"><u>College Dean</u></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.<br>pens, calculator, etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                        |                   |                 |                |       |       |                |       |       |             |       |       |            |       |       |                 |       |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                          |       |            |       |             |       |                           |       |                  |       |
| 18. CONTRACT<br><br><table style="width: 100%;"> <thead> <tr> <th></th> <th style="text-align: center;"><u>Occasional</u></th> <th style="text-align: center;"><u>Frequent</u></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> |                                                                                                        | <u>Occasional</u> | <u>Frequent</u> | General Public | [ X ] | [   ] | Other Agencies | [   ] | [   ] | Supervisors | [   ] | [   ] | Management | [   ] | [   ] | Other (Specify) | [   ] | [   ] | 19. WORKING CONDITION<br><table style="width: 100%;"> <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) | [   ] |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <u>Occasional</u>                                                                                      | <u>Frequent</u>   |                 |                |       |       |                |       |       |             |       |       |            |       |       |                 |       |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                          |       |            |       |             |       |                           |       |                  |       |
| General Public                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | [ X ]                                                                                                  | [   ]             |                 |                |       |       |                |       |       |             |       |       |            |       |       |                 |       |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                          |       |            |       |             |       |                           |       |                  |       |
| Other Agencies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | [   ]                                                                                                  | [   ]             |                 |                |       |       |                |       |       |             |       |       |            |       |       |                 |       |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                          |       |            |       |             |       |                           |       |                  |       |
| Supervisors                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | [   ]                                                                                                  | [   ]             |                 |                |       |       |                |       |       |             |       |       |            |       |       |                 |       |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                          |       |            |       |             |       |                           |       |                  |       |
| Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | [   ]                                                                                                  | [   ]             |                 |                |       |       |                |       |       |             |       |       |            |       |       |                 |       |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                          |       |            |       |             |       |                           |       |                  |       |
| Other (Specify)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | [   ]                                                                                                  | [   ]             |                 |                |       |       |                |       |       |             |       |       |            |       |       |                 |       |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                          |       |            |       |             |       |                           |       |                  |       |
| 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.<br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"> <u>June 21, 2010</u><br/>Date           </div> <div style="width: 45%; text-align: center;"> <br/>             SHALOM GRACE C. SUGANO<br/>Signature of Employee           </div> </div>                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                        |                   |                 |                |       |       |                |       |       |             |       |       |            |       |       |                 |       |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                          |       |            |       |             |       |                           |       |                  |       |
| 21. Describe briefly the general function of the Unit or Section.<br><br>To provide instruction, research & extension services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                        |                   |                 |                |       |       |                |       |       |             |       |       |            |       |       |                 |       |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                          |       |            |       |             |       |                           |       |                  |       |
| 22. Describe briefly the general function of the position.<br><br>Instruction, research & extension.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                        |                   |                 |                |       |       |                |       |       |             |       |       |            |       |       |                 |       |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                          |       |            |       |             |       |                           |       |                  |       |
| 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).<br><br>Education: B. S. degree in the area of specialization.<br><br>Experience:                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                        |                   |                 |                |       |       |                |       |       |             |       |       |            |       |       |                 |       |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                          |       |            |       |             |       |                           |       |                  |       |
| 23b. Licenses or certificates required to do this work, if any.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                        |                   |                 |                |       |       |                |       |       |             |       |       |            |       |       |                 |       |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                          |       |            |       |             |       |                           |       |                  |       |
| 24. I HEREBY CERTIFY that the above answers are accurate and complete.<br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"> <hr style="width: 80%; margin: auto;"/>Date           </div> <div style="width: 45%; text-align: center;"> <br/>             ROLANDO H. ARPILLEDA<br/>Signature and Title of Immediate Supervisor           </div> </div>                                                                                                                                                                                                                                                                                                                                             |                                                                                                        |                   |                 |                |       |       |                |       |       |             |       |       |            |       |       |                 |       |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                          |       |            |       |             |       |                           |       |                  |       |
| 25. APPROVED:<br><br><div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"> <hr style="width: 80%; margin: auto;"/>Date           </div> <div style="width: 45%; text-align: center;"> <br/>             JOSE L. BACUSMO<br/>Head of Agency           </div> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                        |                   |                 |                |       |       |                |       |       |             |       |       |            |       |       |                 |       |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                          |       |            |       |             |       |                           |       |                  |       |