

REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC Form No. 1 (Position Description Form)		AUREO MARIA ROBELYN MANAGBANAG (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VSU	
4. DEPT./BRANCH/DIVISION Department of Pure and Applied Chemistry		5. WORK STATION/PLACE OF WORK VSU	
6a. PRES. APPRO. ACT/ BOARD RES/ OPD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO.	7a. SALARY P.A.: 200 712	
		7b. OTHER COMPENSATION PERA/ACA 2000	
8. OFFICIAL DESIGNATION OF POSITION INSTRUCTOR		9. WORKING PROPOSED TITLE INSTRUCTOR	
10. WAPCO CLASSIFICATION OF THIS POSITION INSTRUCTOR		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS			
MUNICIPALITY []		CITY [] PROVINCE []	
1st [] 2nd []		4th [] 5th [] 6th []	
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach 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%			

POSITION TITLE OF IMMEDIATE SUPERVISOR

DEPT. HEAD

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

COLLEGE DEAN

3. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (7) list only by their item nos. and titles) N/A

7. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work:

COMPUTER, DLP, LABORATORY GLASSWARES & EQUIPMENT, UV-VIS etc.

8. CONTACT

	Occasional	Frequent
General Public	[]	[]
Other Agencies	[]	[]
Supervisors	[]	[]
Management	[]	[]
Others (Specify)	[]	[]

19. WORKING CONDITION

Normal Working Condition	
Field work	[]
Field Trips	[]
Exposed to Varied Weather	
Other's (Specify)	[]

20. I CERTIFY that the above answers are accurate and complete.

April 17, 2012

Date

Maria Robelyn M. Aureo
MARIA ROBELEYN M. AUREO
Signature of Employee

Describe briefly the general function of the Unit or Section.

Research, instruction & extension

22. Describe briefly the general function of the position.

Teaches general and major chemistry subjects.

23.a 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: MED in Chemistry

Experience: Four (4) Years of Teaching ; (one year & a half 1 1/2 yrs in Industry)

24. Licenses or certificates required to do this work,

Chemist license

24. I HEREBY CERTIFY that the above answers are accurate and complete.

April 17, 2012

Date

Candelario C. Calibo
CANDELARIO C. CALIBO
Signature and Title of Immediate Supervisor

25. APPROVED

Date

Jose L. Bacusme
JOSE L. BACUSME
Head of Agency