

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <i>Pasana</i> (Family Name) <i>Sheena Mae</i> (Given Name) <i>Capacio</i> (Middle Name) </div>											
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE											
4. DEPT./BRANCH/DIVISION <i>DLABS</i>		5. WORK STATION/PLACE OF WORK											
<div style="display: flex;"> <div style="flex: 1;"> 6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. </div> <div style="flex: 1;"> 6b. PREV. APPRO ACT/BOARD RES/ORD. NO. ITEM NO. <i>15</i> </div> </div>		7a. SALARY P.A.: <i>P219,990.00</i> 7b. OTHER COMPENSATION: P 24,000.00											
8. OFFICIAL DESIGNATION OF POSITION <i>Instructor</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 <div style="display: flex; justify-content: space-between;"> MUNICIPALITY <input type="checkbox"/> CITY <input type="checkbox"/> PROVINCE <input type="checkbox"/> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> 5th <input type="checkbox"/> 6th <input type="checkbox"/> </div>													
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.													
Percent of Working Time: DUTIES													
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; vertical-align: top;">85%</td> <td style="vertical-align: top;"> 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. </td> </tr> <tr> <td style="vertical-align: top;">5%</td> <td style="vertical-align: top;">2. Member in different committees.</td> </tr> <tr> <td style="vertical-align: top;">5%</td> <td style="vertical-align: top;">3. Participate in the co-curricular activities.</td> </tr> <tr> <td style="vertical-align: top;">5%</td> <td style="vertical-align: top;">4. Perform other functions assigned by the Department Head.</td> </tr> <tr> <td style="border-top: 1px solid black; vertical-align: bottom;">100%</td> <td></td> </tr> </table>				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%	
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14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center; font-size: 1.2em;">Dept. Head</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center; font-size: 1.2em;">Dean</div>																		
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. <div style="text-align: center; font-size: 1.1em;">computer, printer, pens, etc.</div>																			
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="width: 20%; 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 Normal Working Condition [X] Field Work [] Field Trips [] Exposed to Varied Weather [] Others (Specify) []
	Occasional	Frequent																	
General Public	[X]	[]																	
Other Agencies	[]	[]																	
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Management	[]	[]																	
Other (Specify)	[]	[]																	
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"> <div style="font-size: 1.2em; margin-bottom: 5px;">10-18-11</div> <div style="border-top: 1px solid black; width: 100%; margin: 0;"></div> <div style="font-size: 0.8em;">Date</div> </div> <div style="width: 45%; text-align: center;"> <div style="font-size: 1.2em; margin-bottom: 5px;"><i>Emmanuel</i></div> <div style="border-top: 1px solid black; width: 100%; margin: 0;"></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="text-align: center; font-size: 1.1em;">To teach service courses</div>																			
22. Describe briefly the general function of the position. <div style="text-align: center; font-size: 1.1em;">To teach language and speech courses</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). Education: B. S. degree in the area of specialization. Experience:																			
23b. Licenses or certificates required to do this work, if any.																			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"> <div style="border-top: 1px solid black; width: 100%; margin: 0;"></div> <div style="font-size: 0.8em;">Date</div> </div> <div style="width: 45%; text-align: center;"> <div style="font-size: 1.2em; margin-bottom: 5px;"><i>g. seroy</i></div> <div style="border-top: 1px solid black; width: 100%; margin: 0;"></div> <div style="font-size: 0.8em;">Signature and Title of Immediate Supervisor</div> </div> </div> <div style="text-align: center; font-size: 0.9em; margin-top: 5px;">JUSTINIANO L. SEROY, Dept. Head</div>																			
25. APPROVED: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"> <div style="border-top: 1px solid black; width: 100%; margin: 0;"></div> <div style="font-size: 0.8em;">Date</div> </div> <div style="width: 45%; text-align: center;"> <div style="font-size: 1.2em; margin-bottom: 5px;"><i>Jose L. Bacusmo</i></div> <div style="border-top: 1px solid black; width: 100%; margin: 0;"></div> <div style="font-size: 0.8em;">Signature and Title of Head of Agency</div> </div> </div> <div style="text-align: center; font-size: 0.9em; margin-top: 5px;">JOSE L. BACUSMO Head of Agency</div>																			