

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE  MANAIG      MARILYN      NEMENO (Family Name)      (Given Name)      (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE  COLLEGE OF EDUCATION	
4. DEPT./BRANCH/DIVISION TEACHER EDUCATION		5. WORK STATION/PLACE OF WORK DEPT. OF TEACHER ED. - CE-USO	
6a. PRES. APPRO.      6b. PREV. APPRO. ACT/      ACT/ BOARD RES/      BOARD RES/ ORD. NO.      ORD. NO. ITEM NO.      ITEM NO.  VISCAR-INST2-12-2014		7a. SALARY P.A.: P 257,232.00  7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION  INSTRUCTOR I I		9. WORKING PROPOSED TITLE  INSTRUCTOR	
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 [ ]  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:      D U T I E S			
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%			



(91) 1745

14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <div style="text-align: center;">DEPT. HEAD</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  <div style="text-align: center;">COLLEGE 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;">computer, LCP Projector, calculator</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	[ ]	[ ]																	
Supervisors	[ ]	[ ]																	
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%;"> <div style="text-align: center;">12-19-2014</div> <div style="text-align: center;">Date</div> </div> <div style="width: 45%; text-align: right;"> <div style="text-align: center;"></div> <div style="text-align: center;">Signature of Employee</div> </div> </div>																			
21. Describe briefly the general function of the Unit or Section.  <div style="display: flex; justify-content: space-around;"> <div style="text-align: left;">Instruction Research Extension</div> <div style="text-align: left;">Production</div> </div>																			
22. Describe briefly the general function of the position.  <div style="text-align: center;">Instruction - Teaching</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: Master's Degree  Experience: 7 years																			
23b. Licenses or certificates required to do this work, if any.  <div style="text-align: center;">PRC</div>																			
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="text-align: center;">12-19-2014</div> <div style="text-align: center;">Date</div> </div> <div style="width: 45%; text-align: right;"> <div style="text-align: center;">             LIVERA J. CUADRA, PH.D.            Head, DTE, OIC DEAN-CE         </div> <div style="text-align: center;">Signature and Title of Immediate Supervisor</div> </div> </div>																			
25. APPROVED:  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="text-align: center;">Date</div> </div> <div style="width: 45%; text-align: right;"> <div style="text-align: center;">             JOSE L. BACUSMO            Head of Agency         </div> </div> </div>																			