

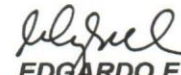


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <b>LIM , MARICEL VILLALINO</b> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <b>VISAYAS STATE UNIVERSITY</b>		3. BUREAU OR OFFICE <b>VSU</b>	
4. DEPT./BRANCH/DIVISION <b>Department of Computer Science and Technology</b>		5. WORK STATION/PLACE OF WORK <b>VSU, Visca, Baybay, Leyte</b>	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.		6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. <b>Visca Baybay IN 81-31-2013</b>	
		7a. SALARY P.A.: <b>P 247,812.00</b> <b>P</b>	
		7b. OTHER COMPENSATION: <b>None P 24,000-</b>	
8. OFFICIAL DESIGNATION OF POSITION <b>Instructor I</b>		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 [ ]  1st 2nd 3rd 4th 5th 6th [ ] [ ] [ ] [ ] [ ] [ ]			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of : Working Time : <div>DUTIES</div>			
<div><div>85%</div><div>1. Teaches assigned subject and prform other teaching related function, 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> <div><div>5%</div><div>2. Member in different committees.</div></div> <div><div>5%</div><div>3. Participate in the co-curricular activities.</div></div> <div><div>5%</div><div>4. Perform other function assigned by the Department Head.</div></div> <div><div>100%</div></div>			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <p style="text-align: center;"><b>Department Head</b></p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  <p style="text-align: center;"><b>College Dean</b></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. <p style="text-align: center;"><b>Computer units, printer, etc.</b></p>																			
18. CONTACT  <table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: center;">Occasional</td> <td style="text-align: center;">Frequent</td> </tr> <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>Others (Specify)</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> </table>		Occasional	Frequent	General Public	[x]	[ ]	Other Agencies	[ ]	[ ]	Supervisors	[ ]	[ ]	Management	[ ]	[ ]	Others (Specify)	[ ]	[ ]	19. WORKING CONDITION Normal Working Condition [x] Field work [ ] Field Trips [ ] Exposed to Varied Weather Other's (Specify) [ ]
	Occasional	Frequent																	
General Public	[x]	[ ]																	
Other Agencies	[ ]	[ ]																	
Supervisors	[ ]	[ ]																	
Management	[ ]	[ ]																	
Others (Specify)	[ ]	[ ]																	
20. I CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>June 1, 2016</u> Date </div> <div style="text-align: center;">   <b>MARICEL V. LIM</b>  Signature of Employee </div> </div>																			
21. Describe briefly the general function of the Unit or Section. <p style="text-align: center;"><b>To conduct instruction.</b></p>																			
22. Describe briefly the general function of the position. <p style="text-align: center;"><b>To conduct instruction.</b></p>																			
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: <u>Master of Science in Computer Science/ Master of Science in Computer Science</u> Experience: <b>Teaching</b>																			
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="text-align: center;"> <u>June 1, 2016</u> Date </div> <div style="text-align: center;">   <b>WINSTON M. TABADA</b>  Signature and Title of Immediate Supervisor </div> </div>																			
25. APPROVED  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> _____ Date </div> <div style="text-align: center;">   <b>EDGARDO E. TULIN</b>  Head of Agency </div> </div>																			