REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)	1. NAME OF EMPLOYEE ***LIM , MARICEL VILLALINO*** (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 Computer Science and Technology***	5. WORK STATION/PLACE OF WORK ***VSU, Visca, Baybay, Leyte***
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. 6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. VISCKID- IN ST 1-31- 2013	7a. SALARY P.A.: ₱ 247,812.00 P 7b. OTHER COMPENSATION: ~~None~~ ₱24,000-
8. OFFICIAL DESIGNATION OF POSITION ***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

MUNICIPALITY [ ] CITY [ ] PROVINCE [ ]

1st	2nd	3r	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 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.

5% 2. Member in different committees.
5% 3. Participate in the co-curricular activities.
5% 4. Perform other function assigned by the Department Head.

100%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Department Head	***College Dean***

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.

Computer units, printer, etc.

18. CONTACT

	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)	[ ]

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

June 1, 2016
Date

MARICEL V. LIM
Signature of Employee

21. Describe briefly the general function of the Unit or Section.

To conduct instruction.

22. Describe briefly the general function of the position.

To conduct instruction.

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: Master ***of Science in Computer Science/ Master of Science in Computer Science***

Experience: ***Teaching***

23b. Licenses or certificates required to do this work, if any.

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

June 1, 2016
Date

WINSTON M. TABADA
Signature and Title of Immediate Supervisor

25. APPROVED

Date

EDGARDO E. TULIN
Head of Agency