

| REPUBLIC OF THE PHILIPPINES | | 1. NAME OF EMPLOYEE |
|--|--|---|
| BC-CSC Form No. 1 (Position Description Form) | | CATRE SALVADOR JR. MANTILLA (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 | | 5. WORK STATION/PLACE OF WORK VSU |
| 6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. | 6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. 65 | 7a. SALARY P.A.: ₱162,144.00 |
| 8. OFFICIAL DESIGNATION OF POSITION Instructor I | | 7b. OTHER COMPENSATION PERA/ACA |
| 10. WAPCO CLASSIFICATION OF THIS POSITION | | 9. WORKING PROPOSED TITLE |
| 12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] | | 11. OCCUPATION GROUP TITLE (leave blank) |
| 13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets. | | |
| Percent of Working Time : DUTIES | | |
| <p>75 % Teaching English II, & Val. Ed II Subjects</p> <p>20 % Supervising advisees (section) & preparing/writing records of advisees</p> <p>5 % Performing other tasks assigned by the ^{section head} principal, college dean</p> <p>100 %</p> | | |
| <p>Signature and Title of Incumbent: _____</p> <p>Signature and Title of Approving Authority: _____</p> <p>Date: _____</p> | | |

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

VSU 2 HS Principal

COE Dean

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (list only by their item nos. and titles)

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

18. 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.

May 11, 2009
Date

Salvador L. Lamberto
Signature of Employee

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

Tracking Communication Arts Subjects, Social Sciences, PHEMA & Values Ed Subjects

22. Describe briefly the general function of the position.

Tracking English I, II and Values Ed IV 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: B.S. degree in the area of specialization.

Experience: 3 years

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

Civil Service Eligible

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

5/13/09
Date

Nelen P. Lambert
NELEN P. LAMBERT, Principal
Signature and Title of Immediate Supervisor

25. APPROVED

Date

Jose L. Bacusmo
JOSE L. BACUSMO
Head of Agency