

REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE		
BC-CSC Form No. 1 (Position Description Form)		SUGANO	SHALOM GRACE	CABANILLAS
		(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/ <input checked="" type="checkbox"/> BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. VISCAB-INST1-23-2002	7a. SALARY P.A.: P 200,712.00		
		7b. OTHER COMPENSATION PERA/ACA P 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 [ ]		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 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%				



POSITION TITLE OF IMMEDIATE SUPERVISOR 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

PRINCIPAL

DEAN, COLLEGE OF EDUCATION

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (7) list only by their item nos. and titles)

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

computer, printer, teaching materials, etc.

18. CONTACT

Occasional Frequent

General Public

[ ]

[ ]

Other Agencies

[ ]

[ ]

Supervisors

[ ]

[ ]

Management

[ ]

[ ]

Others (Specify)

[ ]

[ ]

19. WORKING CONDITION

Normal Working Condition **xx**

Field work

[ ]

Field Trips

[ ]

Exposed to Varied Weather

Other's (Specify)

[ ]

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

January 20, 2011

Date

Signature of Employee

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

To provide instruction, research & extension services.

22. Describe briefly the general function of the position.

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: B. S. degree in the area of specialization.

Experience:

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

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

Date

ROLANDO H. ARPILLEDA, Principal

Signature and Title of Immediate Supervisor

25. APPROVED

Date

JOSE L. BACHSMO

Head of Agency