

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE MANAIG MARILYN NEMEÑO (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY, Baybay City, Leyte		3. BUREAU OR OFFICE VSU	
4. DEPT. / BRANCH / DIVISION Department of Science Education		5. WORK STATION/PLACE OF WORK VSU	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.		6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO.	
8. OFFICIAL DESIGNATION OF POSITION Instructor		9. WORKING PROPOSED TITLE Instructor 1	
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 [] 1st 2nd 3rd 4th 5th 6th CITY [] PROVINCE []		MARCH 6, 2012 Date	
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 are 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%			
DOLORES L. ALCOBER, DEAN, CE Signature and Title of Immediate Supervisor		8-Mar-12 Date	
JOSE L. BACUNO Head of Agency		APPROVED Date	

APD 5/11

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head <u>MARILYN MANAIG</u> (Family Name) (Given Name) (Middle Name)		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR DEAN BC-CSC Form No. 1 (Position Description Form)	
16. NAMES, TITLES, AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (If more than (7) list only by their item nos. and titles) Students		17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computer, Printer, Overhead projector, LCD, DVD player, Component, Drawing materials	
18. CONTACT Occasional <input type="checkbox"/> Frequent <input type="checkbox"/> General Public <input type="checkbox"/> <input type="checkbox"/> Other Agencies <input type="checkbox"/> <input type="checkbox"/> Supervisors <input type="checkbox"/> <input checked="" type="checkbox"/> Management <input type="checkbox"/> <input type="checkbox"/> Others (Specify) <input type="checkbox"/> <input type="checkbox"/>		19. WORKING CONDITION Normal Working Condition <input checked="" type="checkbox"/> [X] Field Work <input type="checkbox"/> [] Field Trips <input type="checkbox"/> [] Exposed to Varied Weather <input type="checkbox"/> [] Other's (Specify) <input type="checkbox"/> []	
20. I CERTIFY that the above answers are accurate and complete		21. Describe briefly the general function of the Unit or Section. Instruction, Research and Extension work	
MARCH 6, 2012 Date		Signature of Employee <u>MANAIG</u>	
22. Describe briefly the general function of the position. Teaches BEED and BSED students		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 qualification of the present incumbent. This item should be filled for all positions other than teaching.) Education: <u>B.S. degree in the area of specialization.</u> Experience:	
23.b. Licenses or certificates required to do this work, if any. LET		24. I HEREBY CERTIFY that the above answers are accurate and complete. 6-Mar-12 Date DOLORES L. ALCOBER, DEAN, CE Signature and Title of Immediate Supervisor	
25. APPROVED Date		JOSE L. BACUSMO Head of Agency	