

REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE																												
BC-CSC Form No. 1 (Position Description Form)		VALEZONA	JORGE																											
		(Family Name)	(Given Name)																											
		SKANTONIA																												
		(Middle Name)																												
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		3. BUREAU OR OFFICE																												
VISAYAS STATE UNIVERSITY		VSU																												
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK																												
Dmps		VSU																												
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO.	7a. SALARY P.A.:																												
		7b. OTHER COMPENSATION PERA/ACA																												
8. OFFICIAL DESIGNATION OF POSITION		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																														
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; vertical-align: top;">85%</td> <td style="width: 5%; vertical-align: top;">1.</td> <td style="vertical-align: top;">Teaches assigned subject and performs other teaching related functions, among others the following:</td> </tr> <tr> <td style="vertical-align: top;">5%</td> <td style="vertical-align: top;">a)</td> <td style="vertical-align: top;">Prepared teaching materials/guides and submit to department head.</td> </tr> <tr> <td style="vertical-align: top;">5%</td> <td style="vertical-align: top;">b)</td> <td style="vertical-align: top;">Conducts examination (mid/final/long hours/quizzes).</td> </tr> <tr> <td style="vertical-align: top;">5%</td> <td style="vertical-align: top;">c)</td> <td style="vertical-align: top;">Checks test papers and return 1 week after exam.</td> </tr> <tr> <td style="vertical-align: top;">5%</td> <td style="vertical-align: top;">d)</td> <td style="vertical-align: top;">Submits grade sheet and turn over class records to department head two weeks after final examination.</td> </tr> <tr> <td style="vertical-align: top;">5%</td> <td style="vertical-align: top;">2.</td> <td style="vertical-align: top;">Member in different committees.</td> </tr> <tr> <td style="vertical-align: top;">5%</td> <td style="vertical-align: top;">3.</td> <td style="vertical-align: top;">Participate in the co-curricular activities.</td> </tr> <tr> <td style="vertical-align: top;">5%</td> <td style="vertical-align: top;">4.</td> <td style="vertical-align: top;">Perform other functions assigned by the Department Head.</td> </tr> <tr> <td style="vertical-align: top;">100%</td> <td colspan="2"></td> </tr> </table>				85%	1.	Teaches assigned subject and performs other teaching related functions, among others the following:	5%	a)	Prepared teaching materials/guides and submit to department head.	5%	b)	Conducts examination (mid/final/long hours/quizzes).	5%	c)	Checks test papers and return 1 week after exam.	5%	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%		
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<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</p> <p style="text-align: center; font-size: 1.2em;">Department Head</p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</p> <p style="text-align: center; font-size: 1.2em;">College Head</p>																												
<p>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (If more than 7) list only by their item nos. and titles)</p>																													
<p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</p>																													
<p>18. CONTACT</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[]</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> </tbody> </table>		Occasional	Frequent	General Public	[]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Others (Specify)	[]	[]	<p>19. WORKING CONDITION</p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Field work</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[]	Field work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Other's (Specify)	[]
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<p>20. I CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p style="text-align: center;"><u>11/26/2013</u></p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: center;"> <p>Signature of Employee</p> </div> </div>																													
<p>21. Describe briefly the general function of the Unit or Section.</p> <p style="margin-left: 40px;">To conduct instruction, research & extension</p>																													
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<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).</p> <p>Education: <u>Master of Arts in mathematics Education</u></p> <p>Experience:</p>																													
<p>23. b. Licenses or certificates required to do this work,</p>																													
<p>24. I HEREBY CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p style="text-align: center;">_____ Date</p> </div> <div style="width: 45%; text-align: center;"> <p>Signature and Title of Immediate Supervisor</p> </div> </div>																													
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