

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <i>Grawos</i> <i>Annie</i> <i>Parmis</i> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE <i>Liberal Arts and Department of Behavioral Sciences</i>	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK <i>Visayas State University</i>	
6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/BOARD RES/ORD. NO. ITEM NO. <i>USAB-KP1-15-2011</i>	7a. SALARY P.A.: <i>P 298,644.00</i> 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION <i>Assistant Professor I</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 [ ]  <i>NA</i> 1st [ ]      2nd [ ]      3rd [ ]      4th [ ]      5th [ ]      6th [ ]			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time:      D U T I E S			
<p>85% 1. Teacher assigned undergraduate and graduate courses and perform other teaching-related functions</p> <p>5% 2. Accomplishes assigned tasks as member in different committees</p> <p>5% 3. Participates in co-curricular activities</p> <p>5% 4. Performs other functions assigned by the Department Head</p>			



14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <div style="text-align: center; font-size: 1.2em;"><i>Department Head</i></div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  <div style="text-align: center; font-size: 1.2em;"><i>Dean</i></div>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)  <div style="text-align: center; font-size: 1.5em;"><i>- NA -</i></div>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="text-align: center;"><i>computer, printer, etc.</i></div>																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> General Public</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Occasional	Frequent	<input checked="" type="checkbox"/> General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Management	<input type="checkbox"/>	<input type="checkbox"/>	Other (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 80%;">Normal Working Condition</td> <td style="width: 20%; text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>	Normal Working Condition	<input checked="" type="checkbox"/>	Field Work	<input type="checkbox"/>	Field Trips	<input type="checkbox"/>	Exposed to Varied Weather	<input type="checkbox"/>	Others (Specify)	<input type="checkbox"/>
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20. I CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <div style="text-align: center;"><i>10-21-13</i></div> <div style="text-align: center; font-size: 0.8em;">Date</div> </div> <div style="width: 50%; text-align: right;"> <div style="text-align: center;"><i>[Signature]</i></div> <div style="text-align: center; font-size: 0.8em;">Signature of Employee</div> </div> </div>																													
21. Describe briefly the general function of the Unit or Section.  <div style="text-align: center; font-size: 1.2em;"><i>= To teach service and graduate courses</i></div>																													
22. Describe briefly the general function of the position.  <div style="text-align: center; font-size: 1.2em;"><i>= To teach English and Literature undergraduate and graduate courses.</i></div>																													
23a. 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).  <div style="font-size: 0.9em;">           Education: Master's degree in the area of specialization.            Experience: 1 yr. of relevant experience; 4 hrs. of relevant training.         </div>																													
23b. Licenses or certificates required to do this work, if any.  <div style="text-align: center; font-size: 1.2em;"><i>none</i></div>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <div style="text-align: center;"><i>10-21-13</i></div> <div style="text-align: center; font-size: 0.8em;">Date</div> </div> <div style="width: 50%; text-align: right;"> <div style="text-align: center; font-size: 1.2em;"><i>Prof. Guiraldo Fernandez, Jr.</i></div> <div style="text-align: center; font-size: 0.8em;">Signature and Title of Immediate Supervisor</div> </div> </div>																													
25. APPROVED:  <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <div style="text-align: center;"><i>10-21-13</i></div> <div style="text-align: center; font-size: 0.8em;">Date</div> </div> <div style="width: 50%; text-align: right;"> <div style="text-align: center; font-size: 1.2em;"><i>[Signature]</i></div> <div style="text-align: center; font-size: 0.8em;">JOSE L. BACUSMO Head of Agency</div> </div> </div>																													