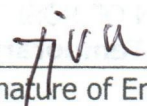
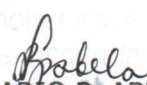
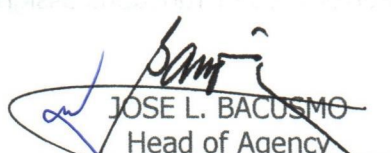


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)	1. Name <div style="display: flex; justify-content: space-between;"> TEJARA (Family Name) NELSON (Given Name) HERNANDO (Middle Name) </div>
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University Laboratory High School	3. BUREAU OR OFFICE Visayas State University
4. DEPT. /BRANCH/DIVISION	5. WORK STATION/PLACE OF WORK VSU Laboratory High School
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.
7a. SALARY P.A.: 7b. OTHER COMPENSATION: N/A	
8. OFFICIAL DESIGNATION OF POSITION Regular - Temporary	9. WORKING POPOSED TITLE Instructor – 1
10. WAPCO CLASSIFICATION OF THIS POSITION	11. OCCUPATION GROUP TITLE (leave blank)
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND U IT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] <div style="display: flex; justify-content: space-around;"> 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div>	
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.	
Percent of : Working Time :	
DUTIES	
85% 5% 5% 5% 5% <hr/> 100%	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) Conduct examination (mid/final/long hour/quizzes). c) Checks test papers and return 1 week after exam. d) Submits grade sheet and turn over class record to department head two weeks after final examination. 2. Member in different committees. 3. Participate in co-curricular activities. 4. Perform other functions assigned by the Department Head.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">Principal</p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">College Dean</p>
16. NAMES, TITLES AND ITEM NO. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item no. and title).	
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p style="text-align: center;">computer, printer, books, etc.</p>	
18. CONTRACT <u>Occasional</u> <u>Frequent</u> General Public [] [<input checked="" type="checkbox"/>] Other Agencies [] [] Supervisors [] [] Management [] [] Others (Specify) [] []	19. WORKING CONDITION Normal Working Condition [<input checked="" type="checkbox"/>] Field Work [] Field Trips [] Exposed to Varied Weather [] Others (Specify) []
20. I certify that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <u>June 1, 2015</u> Date </div> <div style="text-align: center;">  _____ Signature of Employee </div> </div>	
21. Describe briefly the general function of the Unit or Section. VSU Laboratory High School is a school intended for the Sons and Daughters of VSU Faculty and Staff.	
22. Describe briefly the general function of the position. To teach the students and assist their extra-curricular activities.	
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 position other than teaching). Education : Masteral degree in the field of specialization. Experience :	
23b. Licenses or certificates required to do this work, if any. LET	
24. I hereby certify that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <u>June 6, 2015</u> Date </div> <div style="text-align: center;">  DR. ROSARIO P. ABELA-OIC PRINCIPAL Signature and Title of Immediate Supervisor </div> </div>	
25. APPROVED: <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> _____ Date </div> <div style="text-align: center;">  JOSE L. BACUSMO Head of Agency </div> </div>	