

REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC Form No. 1 (Position Description Form)		LINA	EUSEBIO JR. RUIZ
		(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 DEPT. OF MATHEMATICS, PHYSICS, and STATISTICS		5. WORK STATION/PLACE OF WORK VSU	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO.	7a. SALARY P.A.: Php 200712	
		7b. OTHER COMPENSATION PERA/ACA Php 24000	
8. OFFICIAL DESIGNATION OF POSITION Instructor		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			
<p>85% 1. Teaches assigned subject and performs other teaching related functions, among others the following:</p> <p>a) Prepared teaching materials/guides and submit to department head.</p> <p>b) Conducts examination (mid/final/long hours/quizzes).</p> <p>c) Checks test papers and return 1 week after exam.</p> <p>d) Submits grade sheet and turn over class records to department head two weeks after final examination.</p> <p>5% 2. Member in different committees.</p> <p>5% 3. Participate in the co-curricular activities.</p> <p>5% 4. Perform other functions assigned by the Department Head.</p> <p>100%</p>			

Professor

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

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Signature of Employee _____

To conduct instruction in mathematical courses & extension services.

Experience:

Signature and Title of Immediate Supervisor _____

~~Head of Agency~~