
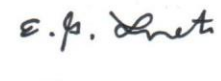
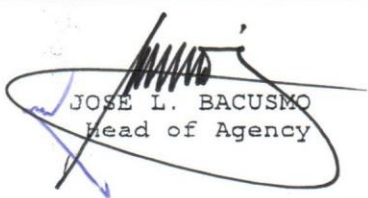


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; margin-top: 5px;"> LORETO RAFFY ANDREW GARCIA </div> <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 2px;"> (Family Name) (Given Name) (Middle Name) </div>	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
<div style="display: flex;"> <div style="flex: 1;"> 6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. </div> <div style="flex: 1;"> 6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. </div> </div> <div style="text-align: center; margin-top: 5px;"> VISCAD-INST-22-2013 </div>		7a. SALARY P.A.: 1239,280 - 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Instructor 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 <div style="display: flex; justify-content: space-between;"> <div>MUNICIPALITY []</div> <div>CITY []</div> <div>PROVINCE []</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div>1st []</div> <div>2nd []</div> <div>3rd []</div> <div>4th []</div> <div>5th []</div> <div>6th []</div> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
<div style="display: flex; justify-content: space-between;"> <div> Percent of : Working Time: </div> <div style="text-align: center;"> D U T I E S </div> </div>			
<div style="display: flex;"> <div style="flex: 1; padding-right: 10px;"> 85% 5% 5% 5% 100% </div> <div style="flex: 4;"> <ol style="list-style-type: none"> 1. Teaches assigned subject and performs other teaching related functions, among others the following: <ol style="list-style-type: none"> 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. 2. Member in different committees. 3. Participate in the co-curricular activities. 4. Perform other functions assigned by the Department Head. </div> </div>			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR College Dean																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. computer, printer, books, etc.																													
18. CONTRACT	19. WORKING CONDITION																												
<table border="1"> <thead> <tr> <th></th> <th>Occasional</th> <th>Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td>[X]</td> <td>[]</td> </tr> <tr> <td>Other Agencies</td> <td>[]</td> <td>[]</td> </tr> <tr> <td>Supervisors</td> <td>[]</td> <td>[]</td> </tr> <tr> <td>Management</td> <td>[]</td> <td>[]</td> </tr> <tr> <td>Other (Specify)</td> <td>[]</td> <td>[]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[X]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	<table border="1"> <tbody> <tr> <td>Normal Working Condition</td> <td>[X]</td> </tr> <tr> <td>Field Work</td> <td>[]</td> </tr> <tr> <td>Field Trips</td> <td>[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td>[]</td> </tr> <tr> <td>Others (Specify)</td> <td>[]</td> </tr> </tbody> </table>	Normal Working Condition	[X]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
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20. I CERTIFY that the above answers are accurate and complete. 07-17-14 Date																													
<div style="text-align: right;">  Signature of Employee </div>																													
21. Describe briefly the general function of the Unit or Section. To provide instruction, research & extension services.																													
22. Describe briefly the general function of the position. Instruction.																													
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). Education: Masteral degree in the field of specialization. Experience:																													
23b. Licenses or certificates required to do this work, if any.																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. e.p. Duet Date																													
<div style="text-align: right;">  Signature and Title of Immediate Supervisor </div>																													
25. APPROVED: Date																													
<div style="text-align: right;">  JOSE L. BACUSMO Head of Agency </div>																													