

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE LAGUMBAY EMILY TOROTORO (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University		3. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY	
4. DEPT./BRANCH/DIVISION DMPS, VSU		5. WORK STATION/PLACE OF WORK VISAYAS STATE UNIVERSITY	
6a. PRES. APPRO. 6b. PREV. APPRO. ACT/ ACT/ BOARD RES/ BOARD RES/ ORD. NO. ORD. NO. ITEM NO. ITEM NO.		7a. SALARY P.A.: 7b. OTHER COMPENSATION:	
8. OFFICIAL DESIGNATION OF POSITION Instructor I		9. WORKING PROPOSED TITLE Instructor I	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CLER GOVERNMENT UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] 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	DUTIES		
85%	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) 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.		
5%			
5%			
5%			
100%			

GA# 104/25
11/5

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. Books, chalk, eraser, handouts, calculator, computer etc.																													
18. CONTRACT <table border="0" style="width: 100%; margin-top: 10px;"><thead><tr><th></th><th style="text-align: center;">Occasional</th><th style="text-align: center;">Equipment</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>Other (Specify)</td><td style="text-align: center;">[]</td><td style="text-align: center;">[]</td></tr></tbody></table>		Occasional	Equipment	General Public	[]	[/]	Other Agencies	[/]	[]	Supervisors	[]	[/]	Management	[/]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION <table border="0" style="width: 100%; margin-top: 10px;"><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>Others (Specify)</td><td style="text-align: center;">[]</td></tr></tbody></table>	Normal Working Condition	[/]	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. <u>November 04, 2015</u> Date EMILY T. LAGUMBAY Signature of Employee																													
21. Describe briefly the general function of the Unit or Section To conduct research, instruction and extension.																													
22. Describe briefly the general function of the position. To conduct research, instruction and extension.																													
23a. Indicate the required qualifications by years and kind of educaion considered in filling up a vacancy for this position. (Keep the position in mind rather than the qualifications of th present incumbent. This item should be filled for all position Education: <u>Master</u> Bachelor of Secondary Education major in Mathematics. Experience:																													
23b. Licenses or certificates required to do this work, if any.																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. Date REMBERTO A. PATINDOL Signature and Title of Immediate Supervisor																													
25. APPROVED: Date EDGARDO E. TULIN Head of Agency																													