

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE VALENZONA JORGE S. (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 IMPS		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.: P 200,712.00 7b. OTHER COMPENSATION: P 24,000.00	
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**
- 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.
 - 5% 2. Member in different committees.
 - 5% 3. Participate in the co-curricular activities.
 - 5% 4. Perform other functions assigned by the Department Head.
 - 100%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR College Dean
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16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (7) list only by their item nos. and titles)

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

18. CONTACT <table style="width:100%"> <tr> <td></td> <td style="text-align:center">Occasional</td> <td style="text-align:center">Frequent</td> </tr> <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>Others (Specify)</td> <td style="text-align:center">[]</td> <td style="text-align:center">[]</td> </tr> </table>		Occasional	Frequent	General Public	[]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Others (Specify)	[]	[]	19. WORKING CONDITION Normal Working Condition Field work [] Field Trips [] Exposed to Varied Weather Other's (Specify) []
	Occasional	Frequent																	
General Public	[]	[]																	
Other Agencies	[]	[]																	
Supervisors	[]	[]																	
Management	[]	[]																	
Others (Specify)	[]	[]																	

20. I CERTIFY that the above answers are accurate and complete.

11/04/2010

Date

JORGE S. VALENZONA

Signature of Employee

21. Describe briefly the general function of the Unit or Section.
To conduct instruction, research and extension.

22. Describe briefly the general function of the position.
Instruction

23. a. 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: **B. S. degree in the area of specialization.**

Experience:

23b. Licenses or certificates required to do this work,

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

JOSE B. BACUSNO

Head of Agency