


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;"> ESTOY (Family Name) MAY ANN (Given Name) SANCHEZ (Middle Name) </div>
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte	3. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY
4. DEPT./BRANCH/DIVISION DMPS, VSCU	5. WORK STATION/PLACE OF WORK VISAYAS STATE UNIVERSITY
<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>	7a. SALARY P.A.: 7b. OTHER COMPENSATION: P 24,000.00
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, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-between; margin-top: 5px;"> MUNICIPALITY <input type="checkbox"/> CITY <input type="checkbox"/> PROVINCE <input type="checkbox"/> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> 5th <input type="checkbox"/> 6th <input type="checkbox"/> </div>	
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.	
<div style="display: flex; justify-content: space-between;"> Percent of : Working Time: D U T I E S </div> <div style="margin-top: 20px;"> <p>85% 1. Teaches assigned subject and performs other teaching related functions, among others the following:</p> <ul 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. <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> </div> <div style="text-align: center; margin-top: 50px;">  </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. Books, chalk, eraser, handouts, calculator, computer, 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>[]</td><td>[X]</td></tr><tr><td>Other Agencies</td><td>[X]</td><td>[]</td></tr><tr><td>Supervisors</td><td>[]</td><td>[X]</td></tr><tr><td>Management</td><td>[X]</td><td>[]</td></tr><tr><td>Other (Specify)</td><td>[]</td><td>[]</td></tr></tbody></table>		Occasional	Frequent	General Public	[]	[X]	Other Agencies	[X]	[]	Supervisors	[]	[X]	Management	[X]	[]	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. 10/06/11 Date MAY ANN S. ESTOY 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 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: Bachelor of Science in Statistics 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 JOSE E. BACUSMO Head of Agency																															