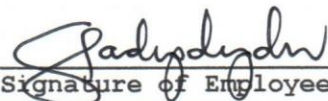

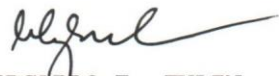


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE DOYDORA GLADYS GASPAY (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION Department of Civil Engineering		5. WORK STATION/PLACE OF WORK VSU/ Baybay City, Leyte	
6a. PRES. APPRO. 6b. PREV. APPRO ACT/ ACT/ BOARD RES/ BOARD RES/ ORD. NO. ORD. NO. ITEM NO. ITEM NO. VIS-CAB-INST1-32-2005		7a. SALARY P.A.: P 247,812.00 7b. OTHER COMPENSATION:	
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 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: D U T I E S			
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%			

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14. POSITION TITLE OF IMMEDIATE SUPERVISOR Dept. Head - Associate Professor IV	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR College Dean - University Professor																												
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 desktop, laptop, calculator, printer, LCD projector																													
18. CONTRACT	19. WORKING CONDITION																												
<table border="0"> <tr> <td></td> <td><u>Occasional</u></td> <td><u>Frequent</u></td> </tr> <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> </table>		<u>Occasional</u>	<u>Frequent</u>	General Public	[X]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	<table border="0"> <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> </table>	Normal Working Condition	[X]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
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Field Work	[]																												
Field Trips	[]																												
Exposed to Varied Weather	[]																												
Others (Specify)	[]																												
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div> <u>11 - 09 - 2016</u> Date </div> <div>  Signature of Employee </div> </div>																													
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. To conduct instruction, research 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: MS Civil Engineering graduate Experience: 1 year teaching experience/Industry practice																													
23b. Licenses or certificates required to do this work, if any. Licensed Civil Engineer																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div> <u> </u> Date </div> <div>  EPIFANIA G. LORETO Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between;"> <div> <u> </u> Date </div> <div>  EDGARDO E. TULIN Head of Agency </div> </div>																													