

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: 10px;"> <u>PENA</u> (Family Name) <u>SANTAGO JR</u> (Given Name) <u>TORDA</u> (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>		7a. SALARY P.A.: <u>P276,528.00</u> 7b. OTHER COMPENSATION: <u>P 24,000.00</u>											
8. OFFICIAL DESIGNATION OF POSITION Instructor <u>IN</u>		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;"> MUNICIPALITY [] CITY [] PROVINCE [] </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div>													
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.													
D U T I E S													
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; vertical-align: top;">Percent of Working Time:</td> <td style="vertical-align: top;"> 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. </td> </tr> <tr> <td style="vertical-align: top;">5%</td> <td style="vertical-align: top;">2. Member in different committees.</td> </tr> <tr> <td style="vertical-align: top;">5%</td> <td style="vertical-align: top;">3. Participate in the co-curricular activities.</td> </tr> <tr> <td style="vertical-align: top;">5%</td> <td style="vertical-align: top;">4. Perform other functions assigned by the Department Head.</td> </tr> <tr> <td style="vertical-align: top;">100%</td> <td></td> </tr> </table>				Percent of Working Time:	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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100%													

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14. POSITION TITLE OF IMMEDIATE SUPERVISOR <i>Department Head</i>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <i>College Dean</i>
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. <i>Computer/Laptop, LCD, animal/research laboratory</i>	
18. CONTRACT	19. WORKING CONDITION
General Public <input checked="" type="checkbox"/> Occasional <input type="checkbox"/> Frequent <input type="checkbox"/>	Normal Working Condition <input checked="" type="checkbox"/>
Other Agencies <input type="checkbox"/>	Field Work <input type="checkbox"/>
Supervisors <input type="checkbox"/>	Field Trips <input type="checkbox"/>
Management <input type="checkbox"/>	Exposed to Varied Weather <input type="checkbox"/>
Other (Specify) <input type="checkbox"/>	Others (Specify) <input type="checkbox"/>
20. I CERTIFY that the above answers are accurate and complete	
<i>Jan. 5, 2015</i> Date	<i>[Signature]</i> Signature of Employee
21. Describe briefly the general function of the Unit or Section. <i>To provide instruction, research & extension services.</i>	
22. Describe briefly the general function of the position. <i>Instruction</i>	
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: <i>Masteral degree in the field of specialization.</i> Experience:	
23b. Licenses or certificates required to do this work, if any.	
24. I HEREBY CERTIFY that the above answers are accurate and complete. <i>09 March 2015</i> Date	
<i>[Signature]</i> EUGENE B. LAÑADA Signature and Title of Immediate Supervisor	
25. APPROVED: <i>[Signature]</i> JOSE L. BACUSMO Head of Agency	