

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;"> <u>SOLARTE</u> (Family Name) <u>TRIPONIO JR.</u> (Given Name) <u>OROSIO</u> (Middle Name) </div>											
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT <div style="margin-top: 5px;">Visayas State University, Baybay City, Leyte</div>		3. BUREAU OR OFFICE <div style="margin-top: 5px; text-align: center;"><u>SUC</u></div>											
4. DEPT./BRANCH/DIVISION <div style="margin-top: 5px;"><u>COE / DEPT. OF MECHANICAL ENGINEERING</u></div>		5. WORK STATION/PLACE OF WORK <div style="margin-top: 5px; text-align: center;"><u>VCU - MAIN</u></div>											
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		7a. SALARY P.A.: <u>P 279,280.00</u> 7b. OTHER COMPENSATION: P 24,000.00 <div style="margin-top: 5px;"><u>8-2012</u></div>											
6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. <u>USCAP IN STI</u>		8. OFFICIAL DESIGNATION OF POSITION <div style="margin-top: 5px; text-align: center;">Instructor I</div>											
9. WORKING PROPOSED TITLE <div style="margin-top: 5px; text-align: center;"><u>INSTRUCTOR I</u></div>		10. WAPCO CLASSIFICATION OF THIS POSITION <div style="margin-top: 5px; text-align: center;"><u>Instructor I</u></div>											
11. OCCUPATION GROUP TITLE <div style="margin-top: 5px; text-align: center;">(leave blank)</div>		12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-between; margin-top: 5px;"> MUNICIPALITY [] CITY [] PROVINCE [] </div> <div style="margin-top: 5px; text-align: center;"> <div style="display: flex; justify-content: space-around;"> 1st2nd3rd4th5th6th </div> <div style="display: flex; justify-content: space-around;"> <input checked="" type="checkbox"/> [] [] [] [] [] </div> </div>											
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.													
<div style="display: flex; justify-content: space-between;"> <div style="width: 15%;"> Percent of Working Time: </div> <div style="width: 85%;"> <div style="text-align: center; margin-bottom: 10px;">D U T I E S</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; vertical-align: top;">85%</td> <td style="vertical-align: top;"> 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> </div> </div>				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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<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</p> <p><u>CELSO GUMAOD</u> <u>HEAD, DME</u></p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</p> <p><u>ROBERTO C GUARTE</u> <u>DEAN, COE</u></p>																												
<p>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)</p>																													
<p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</p> <p><u>BOOKS, COMPUTER, PRINTER, PROSECTOR, MICROPHONE, PENS, CHALKS</u></p>																													
<p>18. CONTRACT</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[X]</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	Frequent	General Public	[X]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	<p>19. WORKING CONDITION</p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: right;">[X]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: right;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[X]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
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<p>20. I CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <p><u>MAY 22, 2013</u></p> <p>Date</p> </div> <div style="text-align: center;"> <p>Signature of Employee</p> </div> </div>																													
<p>21. Describe briefly the general function of the Unit or Section.</p> <p><u>PLANS AND IMPLEMENTS PROGRAMS AND PROJECTS FOR THE UNIT OR DEPARTMENT</u></p>																													
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<p>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).</p> <p>Education: <u>MS degree in the field of Specialization</u></p> <p>Experience:</p>																													
<p>23b. Licenses or certificates required to do this work, if any.</p>																													
<p>24. I HEREBY CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <p><u>MAY 22, 2013</u></p> <p>Date</p> </div> <div style="text-align: center;"> <p><u>HEAD, DME</u> Signature and Title of Immediate Supervisor</p> </div> </div>																													
<p>25. APPROVED:</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <p>_____</p> <p>Date</p> </div> <div style="text-align: center;"> <p><u>JOSE L. BACUSMO</u> Head of Agency</p> </div> </div>																													