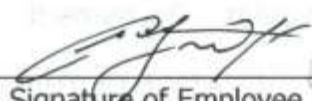
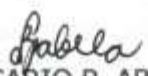
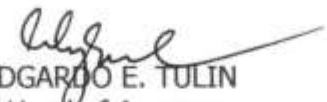


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. Name  <b>LAMBERT      ALLEN GLENNIE      PASCUAL</b> (Family Name)      (Given Name)      (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT <b>VISAYAS STATE UNIVERSITY</b>		3. BUREAU OR OFFICE  <b>VSU Laboratory High School</b>	
4. DEPT. /BRANCH/DIVISION <b>COLLEGE OF EDUCATION</b>		5. WORK STATION/PLACE OF WORK  Visca, Baybay City, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		6b. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	
7a. SALARY P.A.:		7b. OTHER COMPENSATION:	
8. OFFICIAL DESIGNATION OF POSITION <b>Regular – Permanent</b>		9. WORKING POPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND U IT'S CLASS MUNICIPALITY [ ]      CITY [ ]      PROVINCE [ ]  1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup> 5 <sup>th</sup> 6 <sup>th</sup> [ ]      [ ]      [ ]      [ ]      [ ]      [ ]			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of : Working Time :  <div>DUTIES</div>			
85%	1. Teaches assigned subject and performs other teaching related functions, among others the following:		
5%	a) Prepared teaching materials/guides and submit to department head.		
	b) Conduct examination (mid/final/long hour/quizzes).		
	c) Checks test papers and return 1 week after exam.		
	d) Submits grade sheet and turn over class record to department head two weeks after final examination.		
5%	2. Member in different committees.		
5%	3. Participate in co-curricular activities.		
5%	4. Perform other functions assigned by the Department Head.		
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <b>Principal</b>		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <b>College Dean</b>	
16. NAMES, TITLES AND ITEM NO. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item no. and title).			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  COMPUTER, LCD, TV MONITOR, WRITING BOARDS, ETC.			
18. CONTRACT		19. WORKING CONDITION	
	<u>Occasional</u>	<u>Frequent</u>	
General Public	[ ]	[ X ]	Normal Working Condition [ ]
Other Agencies	[ X ]	[ ]	Field Work [ ]
Supervisors	[ ]	[ X ]	Field Trips [ ]
Management	[ ]	[ X ]	Exposed to Varied Weather [ X ]
Others (Specify) <i>students</i>	[ ]	[ X ]	Others (Specify) <i>Classroom</i> [ X ]
20. I certify that the above answers are accurate and complete.			
  _____ Date		   Signature of Employee	
21. Describe briefly the general function of the Unit or Section.			
22. Describe briefly the general function of the position.			
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 position other than teaching).			
Education : MS DEGREE IN THE FIELD OF SPECIALIZATION			
Experience :			
23b. Licenses or certificates required to do this work, if any.			
24. I hereby certify that the above answers are accurate and complete.			
  <u>Aug. 8, 2016</u> Date		   ROSARIO P. ABELA Signature and Title of Immediate Supervisor	
25. APPROVED:			
  _____ Date		   EDGARDO E. TULIN Head of Agency	