

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		(Family Name) <i>Levage</i>	(Given Name) <i>Susan</i> (Middle Name) <i>Mendoza</i>
3. BUREAU OR OFFICE		5. WORK STATION/PLACE OF WORK <i>High School VSN</i>	
4. DEPT./BRANCH/DIVISION <i>High School</i>		7a. SALARY P.A.: <i>P 20,440.40</i>	
6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. 6b. PREV. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. <i>VISCAP-1N871-33-1998</i>		7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION <i>Instructor I</i>		9. WORKING PROPOSED TITLE <i> Filipino Teacher</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 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%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center; font-size: 1.2em;"><i>Principal</i></div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center; font-size: 1.2em;"><i>Dean</i></div>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) <div style="font-size: 1.1em;"><i>Grade 7 - Carnation, Margold & Rosal, Grade 9 - Garnet & Ruby</i></div>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="font-size: 1.1em;"><i>white board, blackboard, LCD, Manila paper, books</i></div>																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 20%; text-align: center; font-size: 0.9em;">Occasional</th> <th style="width: 20%; text-align: center; font-size: 0.9em;">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)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</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. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="text-align: center; font-size: 1.1em;"><i>June 15, 2016</i></div> <div style="text-align: center; font-size: 0.8em;">Date</div> </div> <div style="width: 45%; text-align: right;"> <div style="text-align: center; font-size: 1.2em;"><i>[Signature]</i></div> <div style="text-align: center; font-size: 0.8em;">Signature of Employee</div> </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <div style="font-size: 1.1em;"><i>To teach Communication Arts Subjects</i></div>																													
22. Describe briefly the general function of the position. <div style="font-size: 1.1em;"><i>To teach Filipino subject to yrs 7 & 9</i></div>																													
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). <div style="font-size: 1.1em;">Education: <i>M.E. Secondary Educ. Maj. Filipino</i></div> <div style="font-size: 1.1em;">Experience: <i>7</i></div>																													
23b. Licenses or certificates required to do this work, if any. <div style="font-size: 1.1em;"><i>Licensure Examination for Teachers</i></div>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="text-align: center; font-size: 1.1em;"><i>6/15/16</i></div> <div style="text-align: center; font-size: 0.8em;">Date</div> </div> <div style="width: 45%; text-align: right;"> <div style="text-align: center; font-size: 1.2em;"><i>[Signature]</i></div> <div style="text-align: center; font-size: 0.9em;">ROSARIO P. ABELA, Principal Signature and Title of Immediate Supervisor</div> </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="text-align: center; font-size: 0.8em;">Date</div> </div> <div style="width: 45%; text-align: right;"> <div style="text-align: center; font-size: 1.2em;"><i>[Signature]</i></div> <div style="text-align: center; font-size: 0.8em;">JOSE L. BACUSMO Head of Agency</div> </div> </div>																													