

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE  <b>LUBRIO    SHEENA MAE    PASANA</b> <small>(Family Name)                  (Given Name)                  (Middle Name)</small>					
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT DLABS Visayas State University		3. BUREAU OR OFFICE  VISAYAS STATE UNIVERSITY					
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK					
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		6b. PREV. APPROP ACT BOARD RES/ ORD. NO. ITEM NO.		7a. SALARY P.A.:			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 [ X ]                      PROVINCE [ ]  <div style="display: flex; justify-content: space-around;"> <span>1<sup>st</sup> [ ]</span> <span>2<sup>nd</sup> [ ]</span> <span>3<sup>rd</sup> [ ]</span> <span>4<sup>th</sup> [ ]</span> <span>5<sup>th</sup> [ ]</span> <span>6<sup>th</sup> [ ]</span> </div>							
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach 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) Prepares teaching materials/guides and submit to department head. b) Conducts examination (mid/final/long exams/quizzes). c) Checks test papers and return 1 week after exam. d) Submits grade sheets and turn over class records to department head two weeks after final examination.					
5%		2. Member in different committees					
5%		3. Participates in co-curricular activities.					
5%		4. Performs other functions assigned by the department head.					
----- 100%							

14. POSITION TITLE OF IMMEDIATE SUPERVISOR  DEPARTMENT HEAD		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  DEAN	
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, calculator, charts, class records, board eraser, etc.			
18. CONTRACT		19. WORKING CONDITION	
	Occasional	Frequent	
General Public	[ ]	[ ]	Normal Working Condition [ X ]
Other Agencies	[ ]	[ ]	Field Work [ ]
Supervisors	[ ]	[ ]	Field Trips [ ]
Management	[ ]	[ ]	Exposed to Varied Weather [ ]
Other (Specify)	[ ]	[ ]	Others (Specify) [ ]
20. I CERTIFY that the above answers are accurate and complete.			
9/13/16 Date		Smlubrio <u>SHEENA MAE P. LUBRIO</u> Signature of Employee	
21. Describe briefly the general function of the Unit or Section. <i>A service department- to teach the students through quality instruction,, improve productivity, profitability, equity &amp; well-being of the University as a whole.</i>			
22. Describe briefly the general function of the position. <i>To serve technical/academic department through Instruction by teaching the basic and major subjects/graduate courses at the dept., explore possibilities on research and extension in relation to university thrusts.</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. These items 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.			
Date		<u>GUIRALDO C. FERNANDEZ, Jr., Head</u> Signature and Title of Immediate Supervisor	
25. APPROVED:  Date		<u>EDGARDO E. TULIN, President</u> Head of Agency	