

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <u>Starez Milotred Mergal</u> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <u>VISAYAS STATE UNIVERSITY</u>		3. BUREAU OR OFFICE <u>VSU</u>	
4. DEPT./BRANCH/DIVISION <u>VSU/ATS</u>		5. WORK STATION/PLACE OF WORK <u>VSU</u>	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO.	7a. SALARY P.A. <u>19,940.00</u> 7b. OTHER COMPENSATION/PERA/ACA <u>2,000.00</u>	
8. OFFICIAL DESIGNATION OF POSITION <u>Inspector I</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 MUNICIPALITY [ ] CITY [ ] PROVINCE [ ] 1st [ ] 2nd [ ] 4th [ ] 5th [ ] 6th [ ]			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Person of : Working Time :			
DUTIES			
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 <p style="font-size: 1.2em; margin: 0;">VSULTHS Principal</p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="font-size: 1.2em; margin: 0;">Dean of College of Education</p>
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16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (7) list  
only by their item nos. and titles)

Dr. Rolando H. Arpilleda  
 Dr. Dolores A. Alcover

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

laptop & projector

18. CONTACT <table style="width: 100%; margin-top: 10px;"> <tr> <td></td> <td style="text-align: center;">Occasional</td> <td style="text-align: center;">Frequent</td> </tr> <tr> <td>General Public</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		Occasional	Frequent	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	19. WORKING CONDITION <table style="width: 100%; margin-top: 10px;"> <tr> <td>Normal Working Condition</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Field work</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Normal Working Condition	<input checked="" type="checkbox"/>	Field work	<input type="checkbox"/>	Field Trips	<input type="checkbox"/>	Exposed to Varied Weather	<input type="checkbox"/>	Other's (Specify)	<input type="checkbox"/>
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20. I CERTIFY that the above answers are accurate and complete.

11/13/2013

Date

Signature of Employee

21. Describe briefly the general function of the Unit or Section.

To provide quality education to secondary students.

22. Describe briefly the general function of the position.

To impart and educate high school students about social science subjects

23. a. 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: Masters Degree Holder

Experience: 6

23b. Licenses or certificates required to do this work.

Licensure Examination for Teachers

24. I HEREBY CERTIFY that the above answers are accurate and complete.

\_\_\_\_\_  
Date

ROLANDO H. ARPILLEDA

Signature and Title of Immediate Supervisor

25. APPROVED

\_\_\_\_\_  
Date

JOSE L. SACUSMO  
Head of Agency