

REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE																						
BC-CSC FORM NO. 1		MANAIG MARILYN N.																						
(POSITION DESCRIPTION FORM)		(FAMILY NAME) (GIVEN NAME) (MI)																						
2. DEPT./CORP. OR AGENCY/LOCAL GOV'T. VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE COLLEGE OF EDUCATION																						
4. DEPT./BRANCH/DIVISION DEPT. OF TEACHER EDUCATION		5. WORK STATION/PLACE OF WORK VSU, VISCA, BAYBAY CITY, LEYTE																						
6.a. Pres. Approp. Act. Board Res./ Ord. No. Item No.	6.b. Prev. Approp. Act. Board Res./ Ord. No. Item No.	7.a. Salary Authorized: Actual:	7.b. Other Compensation;																					
8. OFFICIAL DESIGNATION OF POSITION INSTRUCTOR II		9. WORKING OR PROPOSED TITLE																						
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATIONAL GROUP TITLE (leave blank)																						
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS																								
<table border="1"><thead><tr><th colspan="2">MUNICIPALITY</th><th colspan="2">CITY</th><th colspan="3">PROVINCE</th></tr><tr><th>1<sup>ST</sup></th><th>2<sup>ND</sup></th><th>3<sup>RD</sup></th><th>4<sup>TH</sup></th><th>5<sup>TH</sup></th><th>6<sup>TH</sup></th><th>7<sup>TH</sup></th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></tbody></table>				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>	7 <sup>TH</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheet/s.																								
PERCENT OF WORKING TIME	DUTIES																							
85%	1. Teaches assigned subject and performs other teaching related functions, among others are the 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 <b>DEPT. HEAD</b>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <b>COLLEGE DEAN</b>																		
16. NAMES, TITLE AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (If more than 7, list only by their item nos. and titles)  <div style="text-align: center;">N/A</div>																			
17. MACHINES, EQUIPMENTS, TOOLS, etc. used regularly in the performance of work.  <div style="text-align: center;">N/A (on study leave)</div>																			
18. CONTACTS  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">Occasional</th> <th style="width: 20%; text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Other Agencies</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Supervisors</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Management</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Others (Specify)</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> </tbody> </table>		Occasional	Frequent	General Public			Other Agencies			Supervisors			Management			Others (Specify)			19. WORKING CONDITIONS Normal working condition _____ Field Work _____ Field Trips _____ Exposed to varied weather _____ Others (Specify) _____
	Occasional	Frequent																	
General Public																			
Other Agencies																			
Supervisors																			
Management																			
Others (Specify)																			
20. I CERTIFY THAT THE ABOVE ANSWERS ARE ACCURATE AND COMPLETE.  <div style="display: flex; justify-content: space-between;"> <div style="width: 40%; text-align: center;">           _____ DATE         </div> <div style="width: 40%; text-align: center;">             _____ SIGNATURE OF EMPLOYEE         </div> </div>																			
TO BE FILLED OUT BY IMMEDIATE SUPERVISOR																			
21. Describe briefly the general function of the Unit or Section.																			
22. Describe briefly the general function of the position.																			
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: <b>Masteral degree in the field of specialization.</b> Experience:																			
22.b. Licenses or Certificates required to do this work, if any.																			
23. I HEREBY CERTIFY THAT THE ABOVE ANSWER ARE ACCURATE AND COMPLETE.																			
<div style="text-align: center;">           11-09-2015 _____ DATE         </div>	<div style="text-align: center;">   <b>GUVERAJ J. CUADRA</b>            _____ SIGNATURE AND TITLE OF IMMEDIATE SUPERVISOR         </div>																		
24. APPROVED:	<div style="text-align: center;">   <b>EDGARDO E. TULIN</b>            HEAD OF AGENCY         </div>																		
<div style="text-align: center;">           _____ DATE         </div>																			