

| REPUBLIC OF THE PHILIPPINES   |  | 1. NAME OF EMPLOYEE                         |                            |
|---|--|---|----------------------------|
| BC-CSC Form No. 1<br>(Position Description Form)  |  | ENAGE                                       | SUSAN MENDOZA              |
|   |  | (Family Name)                               | (Given Name) (Middle Name) |
| 2. DEPARTMENT, CORPORATION OR AGENCY/<br>LOCAL GOVERNMENT   |  | 3. BUREAU OR OFFICE                         |                            |
| VISAYAS STATE UNIVERSITY  |  | VSU   |                            |
| 4. DEPT./BRANCH/DIVISION  |  | 5. WORK STATION/PLACE OF WORK               |                            |
| High School   |  | VSU   |                            |
| 6a. PRES. APPRO.<br>ACT/<br>BOARD RES/<br>ORD. NO.  | 6b. PREV. APPRO<br>ACT/<br>BOARD RES/<br>ITEM NO. 65 | 7a. SALARY P.A.: ₱ 181,428.00               |                            |
|   |  | 7b. OTHER COMPENSATION PERA/ACA ₱ 74,000.00 |                            |
| 8. OFFICIAL DESIGNATION OF POSITION   |  | 9. WORKING PROPOSED TITLE                   |                            |
|   |  | Instructor                                  |                            |
| 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. |  |   |                            |
| Percent of :<br>Working Time : DUTIES   |  |   |                            |
| <p>75% - teaching</p> <p>25% - other tasks assigned by the principal</p> <p>100%</p>                    |  |   |                            |



|  |   |
|--|---|
| 14. POSITION TITLE OF IMMEDIATE SUPERVISOR<br><p style="text-align: center;">Principal</p> | 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR<br><p style="text-align: center;">Dean, College of Education</p> |
|--|---|

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (From item 7) list only by their item nos. and titles)

*Teaching Filipino I + Fil 2 to I- Rosal, 2nd year - Afis, chico & Guava*

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

*Text books, chalk, erasers, Films*

| 18. CONTACT <table style="width: 100%; margin-top: 10px;"> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> <tr> <td>General Public</td> <td style="text-align: center;">[ ]</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>Others (Specify)</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> </table> |            | Occasional | Frequent | General Public | [ ] | [ ] | Other Agencies | [ ] | [ ] | Supervisors | [ ] | [ ] | Management | [ ] | [ ] | Others (Specify) | [ ] | [ ] | 19. WORKING CONDITION <table style="width: 100%; margin-top: 10px;"> <tr> <td>Normal Working Condition</td> <td></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></td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;">[ ]</td> </tr> </table> | Normal Working Condition |  | Field work | [ ] | Field Trips | [ ] | Exposed to Varied Weather |  | Other's (Specify) | [ ] |
|--|------------|------------|----------|----------------|-----|-----|----------------|-----|-----|-------------|-----|-----|------------|-----|-----|------------------|-----|-----|--|--------------------------|--|------------|-----|-------------|-----|---------------------------|--|-------------------|-----|
|  | Occasional | Frequent   |          |                |     |     |                |     |     |             |     |     |            |     |     |                  |     |     |  |                          |  |            |     |             |     |                           |  |                   |     |
| General Public   | [ ]        | [ ]        |          |                |     |     |                |     |     |             |     |     |            |     |     |                  |     |     |  |                          |  |            |     |             |     |                           |  |                   |     |
| Other Agencies   | [ ]        | [ ]        |          |                |     |     |                |     |     |             |     |     |            |     |     |                  |     |     |  |                          |  |            |     |             |     |                           |  |                   |     |
| Supervisors  | [ ]        | [ ]        |          |                |     |     |                |     |     |             |     |     |            |     |     |                  |     |     |  |                          |  |            |     |             |     |                           |  |                   |     |
| Management   | [ ]        | [ ]        |          |                |     |     |                |     |     |             |     |     |            |     |     |                  |     |     |  |                          |  |            |     |             |     |                           |  |                   |     |
| Others (Specify)   | [ ]        | [ ]        |          |                |     |     |                |     |     |             |     |     |            |     |     |                  |     |     |  |                          |  |            |     |             |     |                           |  |                   |     |
| Normal Working Condition   |            |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                  |     |     |  |                          |  |            |     |             |     |                           |  |                   |     |
| Field work   | [ ]        |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                  |     |     |  |                          |  |            |     |             |     |                           |  |                   |     |
| Field Trips  | [ ]        |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                  |     |     |  |                          |  |            |     |             |     |                           |  |                   |     |
| Exposed to Varied Weather  |            |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                  |     |     |  |                          |  |            |     |             |     |                           |  |                   |     |
| Other's (Specify)  | [ ]        |            |          |                |     |     |                |     |     |             |     |     |            |     |     |                  |     |     |  |                          |  |            |     |             |     |                           |  |                   |     |

20. I CERTIFY that the above answers are accurate and complete.

11/10/09

Date

*[Signature]*

Signature of Employee

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

*To provide instruction, research & Extension Service*

22. Describe briefly the general function of the position.

*To Teach Filipino subject*

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.S. degree in the area of specialization*

Experience: *..*

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

*LET Passer*

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

11/11/09

Date

*[Signature]*

NELEN P. LAMBERT, Principal

Signature and Title of Immediate Supervisor

25. APPROVED

\_\_\_\_\_

Date

*[Signature]*

JOSE BRACUSMO

Head of Agency