

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)	1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; margin-top: 5px;"> TRUYA (Family Name) RIZALVA (Given Name) DEMDEL (Middle Name) </div>
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte	3. BUREAU OR OFFICE V&V
4. DEPT./BRANCH/DIVISION	5. WORK STATION/PLACE OF WORK
<div style="display: flex;"> <div style="flex: 1;"> 6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. </div> <div style="flex: 1;"> 6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. </div> </div>	7a. SALARY P.A.: 7b. OTHER COMPENSATION: P 24,000.00
8. OFFICIAL DESIGNATION OF POSITION Instructor IV	9. WORKING PROPOSED TITLE
10. WAPCO CLASSIFICATION OF THIS POSITION <i>Junior 2nd Assistant</i>	11. OCCUPATION GROUP TITLE (leave blank) <i>8100, PC RAM</i>
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-between;"> MUNICIPALITY [] CITY [] PROVINCE [] </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div>	
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.	
<div style="display: flex; justify-content: space-between;"> Percent of Working Time: D U T I E S </div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> 85% <div> 1. Teaches assigned subject and performs other teaching related functions, among others the following: <ul style="list-style-type: none"> 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. </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> 5% <div>2. Member in different committees.</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> 5% <div>3. Participate in the co-curricular activities.</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> 5% <div>4. Perform other functions assigned by the Department Head.</div> </div> </div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> 100% </div> </div>	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center; margin-top: 10px;"> <i>Department Head</i> </div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center; margin-top: 10px;"> <i>College Dean/VP for Instruction</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="text-align: center; margin-top: 10px;"> <i>none</i> </div>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="text-align: center; margin-top: 10px;"> <i>computer, LCD projector, etc.</i> </div>																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="text-align: center; border-bottom: 1px solid black;">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: right;">[X]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: right;">[]</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; margin-top: 20px;"> <div style="text-align: center;"> <i>MAY 29, 2013</i> Date </div> <div style="text-align: center;"> Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <div style="text-align: center; margin-top: 10px;"> <i>To provide instruction, research & extension services.</i> </div>																													
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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="margin-top: 10px;"> Education: <i>MASTERS DEGREE in the field of specialization.</i> Experience: <i>...</i> </div>																													
23b. Licenses or certificates required to do this work, if any. <div style="height: 40px; margin-top: 10px;"></div>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <i>June 19, 2013</i> Date </div> <div style="text-align: center;"> DOLORES L. ALCOVER Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> Date </div> <div style="text-align: center;"> JOSE L. BACUSMO Head of Agency </div> </div>																													