

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;"> ROLA JUDE BULAWAN </div> <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 5px;"> (Family Name) (Given Name) (Middle Name) </div>										
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte	3. BUREAU OR OFFICE										
4. DEPT./BRANCH/DIVISION DEPARTMENT OF COMPUTER SCIENCE and TECHNOLOGY	5. WORK STATION/PLACE OF WORK VSU										
<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> USCAP KPI-16	<div style="display: flex;"> <div style="flex: 1;"> 7a. SALARY P.A.: P 298,644-40 </div> <div style="flex: 1;"> 7b. OTHER COMPENSATION: P 24,000.00 2011 </div> </div>										
8. OFFICIAL DESIGNATION OF POSITION ASST. PROF. 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 [] PROVINCE [] <div style="display: flex; justify-content: space-around; font-size: small;"> 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;"> <div style="width: 20%;"> Percent of Working Time: </div> <div style="width: 80%; text-align: center;"> D U T I E S </div> </div> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 10%; text-align: right; vertical-align: top;">85%</td> <td style="vertical-align: top;"> 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. </td> </tr> <tr> <td style="text-align: right; vertical-align: top;">5%</td> <td style="vertical-align: top;">2. Member in different committees.</td> </tr> <tr> <td style="text-align: right; vertical-align: top;">5%</td> <td style="vertical-align: top;">3. Participate in the co-curricular activities.</td> </tr> <tr> <td style="text-align: right; vertical-align: top;">5%</td> <td style="vertical-align: top;">4. Perform other functions assigned by the Department Head.</td> </tr> <tr> <td style="text-align: right; vertical-align: top;">100%</td> <td></td> </tr> </table>		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%	
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14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">DEPARTMENT HEAD</p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">COLLEGE DEAN</p>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) <p style="text-align: center;">NONE</p>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p style="text-align: center;">WHITEBOARD PEN, WHITEBOARD, ERASER, LCD PROJECTOR, COMPUTER SET</p>																													
18. CONTRACT <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th></th><th style="text-align: center;">Occasional</th><th style="text-align: center;">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 border="1" style="width: 100%; border-collapse: collapse;"><tbody><tr><td>Normal Working Condition</td><td style="text-align: center;">[X]</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 style="text-align: center;">[]</td></tr><tr><td>Others (Specify)</td><td style="text-align: center;">[]</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: 10px;"><div style="text-align: center;"><u>4/8/13</u> Date</div><div style="text-align: center;"> Signature of Employee</div></div>																													
21. Describe briefly the general function of the Unit or Section. <p style="text-align: center;">To provide instruction, research & extension services.</p>																													
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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). <p>Education: MS degree in the area of specialization.</p> <p>Experience:</p>																													
23b. Licences or certificates required to do this work, if any.																													
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;"><u> </u> Date</div><div style="text-align: center;"> 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;"><u> </u> Date</div><div style="text-align: center;"> JOSE L. BACUSMO Head of Agency</div></div>																													