

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE ESTOY MAY ANN S. (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University		3. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY	
4. DEPT./BRANCH/DIVISION DMPS, VSU		5. WORK STATION/PLACE OF WORK VISAYAS STATE UNIVERSITY	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	
7a. SALARY P.A.:		7b. OTHER COMPENSATION:	
8. OFFICIAL DESIGNATION OF POSITION Instructor I		9. WORKING PROPOSED TITLE Instructor I	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CLER GOVERNMENT UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] 1st 2nd 3rd 4th 5th 6th [] [] [] [] [] []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent 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%			

6/4
1-6-14

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR College Dean	
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Books, chalk, eraser, handouts, calculator, computer etc.			
18. CONTRACT		19. WORKING CONDITION	
<input type="checkbox"/> Occasional	<input checked="" type="checkbox"/> Equipment	<input type="checkbox"/> Normal Working Condition [/]	
General Public []	[/]	Field Work []	
Other Agencies [/]	[]	Field Trips []	
Supervisors []	[/]	Exposed to Varied Weather []	
Management [/]	[]	Others (Specify) []	
Other (Specify) []	[]		
20. I CERTIFY that the above answers are accurate and complete.			
<u>December 23, 2013</u> Date		 MAY ANN S ESTOY Signature of Employee	
21. Describe briefly the general function of the Unit or Section <u>To conduct research, instruction and extension.</u>			
22. Describe briefly the general function of the position. <u>To conduct research, instruction and extension.</u>			
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 th present incumbent. This item should be filled for all position			
Education: Bachelor of Science in Statistics.			
Experience:			
23b. Licenses or certificates required to do this work, if any.			
24. I HEREBY CERTIFY that the above answers are accurate and complete.			
 _____ Date		 REMBERTO A. TATINDOL Signature and Title of Immediate Supervisor	
25. APPROVED: _____ Date			
		 JOSE L. BACUSMO Head of Agency	