REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)	1. NAME OF EMPLOYEE
THE RESERVE OF THE PROPERTY OF	BARREDO, BAYRON SALES (Family Name) (Given Name) (Middle Name)
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT	3. BUREAU OR OFFICE
Visayas State University, Baybay City, Leyte	1384 1 1384 1 1385 1 1384 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
DEPT. OF TEACHER EDUCATION, COLLEGE OF EDUC.	5. WORK STATION/PLACE OF WORK WISAYAL STATE UNID. BAY BA CITY
6a. PRES. APPRO. 6b. PREV. APPRO ACT/ ACT/	7a. SALARY P.A.:
BOARD RES/ BOARD RES/ ORD. NO. ORD. NO. ITEM NO. ITEM NO.	7b. OTHER COMPENSATION: P 24,000.00
8. OFFICIAL DESIGNATION OF POSITION /NITRUCTOR)	9. WORKING PROPOSED TITLE
10. WAPCO CLASSIFICATION OF THIS POSITION	11. OCCUPATION GROUP TITLE (leave blank)
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVER MUNICIPALITY [] CITY []	NMENTAL UNIT AND UNIT'S CLASS PROVINCE []
1st 2nd 3rd 4th	5th 6th
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. attached additional sheets.	If more space is needed, please
Percent of : Working Time: DUTIE	neuroritaine a per et de serie.
The modern section of the section of	loned by
85% 1 Topohor against 1	

- 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.
- $\frac{5\%}{100\%}$ 4. Perform other functions assigned by the Department Head.

23a. 23b. 24.	HEAD	the position in mind rather than the This item should be filled for all items and the filled for all items are should be filled for all
23b. 24.	qualifications of the present incumbent. positions other than teaching). Education: Walkal depet Mr the frequence: Licenses or certificates required to do the LET PASSER I HEREBY CERTIFY that the above answers are Date Date APPROVED:	This item should be filled for all ild of Gun aligation. is work, if any. e accurate and complete. LIJUERAN J. CHAPLA P, DTE G DEAU, CE ature and Title of Immediate Supervisor JOSE L. BACUSMO
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23a.	qualifications of the present incumbent	
23a.	Indicate the required qualifications by ye	ears and kind of education considered in
	TOTAL ON A PROPERTIONAL EDUCATION	SUBJECTS
2.	2. Describe briefly the general function of TEACHING PROFELIONAL EDUCATION	
0	2. Describe briefly the general function	2
		1
	general function of	the Unit or Section.
21.	Describe briefly the general function of the Unit or Section.	
	10/14/14 Date	July .
		Complete (
20.	I CERTIFY that the above answers are accu	rate and complete
	Management [] [] Other (Specify) []	Others (Specify)
	Supervisors	Field Trips [] Exposed to Varied Weather []
	General Public [X] Frequent Other Agencies []	Normal Working Condition [X] Field Work
18.	CONTRACT Occasional Frequent	19. WORKING CONDITION
	PENS, LAPTOP, PROJECTOR, BOI	UD PAPERS, & CLASS KELOKD
-	MACHINES, EQUIPMENT, TOOLS, etc. used rec	rularly in performance of work.
17.	MACHINES EQUIDMENT TOOLS	
	NAMES, TITLES AND ITEM NOS. OF THOSE YOU by their item nos. and titles)	DIRECTLY SUPERVISE (if more than (7), list only
16.		
16.	DEPARTMENT HEAD	SUPERVISOR COLLEGE DEAN
16.	DEVIDE	CUDEDVITCOD
14.	TOSTITON TITLE OF IMMEDIATE SUPERVISOR	15. POSITION TITLE OF NEXT HIGHER