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| REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form) | | 1. NAME OF EMPLOYEE GAMUTAN DIANA CHRISTA DURAN <small>(Family Name) (Given Name) (Middle Name)</small> | |
| 2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University | | 3. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY | |
| 4. DEPT. BRANCH DIVISION DGE, 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. VisCAB-INST1-7-2009 | |
| 7a. SALARY P.A.: P 239,280.00 7b. OTHER COMPENSATION: P 24,000.00 | | | |
| 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% | | | |

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|--|--|------------|-----------|----------------|-------|---------|----------------|---------|-------|-------------|-------|---------|------------|---------|-------|-----------------|-------|-------|--|--------------------------|---------|------------|-------|-------------|-------|---------------------------|-------|------------------|-------|
| <p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</p> <p style="text-align: center;">Department Head</p> | <p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</p> <p style="text-align: center;">Vice President For Instruction</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <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> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</p> <p style="text-align: center;">Books, chalk, eraser, handouts, calculator, computer etc.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>18. CONTRACT</p> <table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: center;">Occasional</td> <td style="text-align: center;">Equipment</td> </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>Other (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </table> | | Occasional | Equipment | General Public | [] | [/] | Other Agencies | [/] | [] | Supervisors | [] | [/] | Management | [/] | [] | Other (Specify) | [] | [] | <p>19. WORKING CONDITION</p> <table style="width: 100%; border: none;"> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[/]</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> </table> | Normal Working Condition | [/] | Field Work | [] | Field Trips | [] | Exposed to Varied Weather | [] | Others (Specify) | [] |
| | Occasional | Equipment | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| General Public | [] | [/] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other Agencies | [/] | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Supervisors | [] | [/] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Management | [/] | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other (Specify) | [] | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Normal Working Condition | [/] | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Field Work | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Field Trips | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Exposed to Varied Weather | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Others (Specify) | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>20. I CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"> <div style="text-align: center;"> <p><u>6/10/15</u></p> <p>Date</p> </div> <div style="text-align: center;"> <p><u>DIANA CHRISTA D. GAMUTAN</u></p> <p>Signature of Employee</p> </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>21. Describe briefly the general function of the Unit or Section</p> <p style="text-align: center;">To conduct research, instruction and extension.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>22. Describe briefly the general function of the position.</p> <p style="text-align: center;">To conduct research, instruction and extension.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>23a. Indicate the required qualifications by years and kind of educaion 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</p> <p>Education: <u>Master of Science in Agricultural Engineering.</u></p> <p>Experience:</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>23b. Licenses or certificates required to do this work, if any.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>24. I HEREBY CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"> <div style="text-align: center;"> <p><u>6/10/15</u></p> <p>Date</p> </div> <div style="text-align: center;"> <p><u>FLORENTINO F. MORALES, JR.</u></p> <p>Signature and Title of Immediate Supervisor</p> </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>25. APPROVED:</p> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"> <div style="text-align: center;"> <p>_____</p> <p>Date</p> </div> <div style="text-align: center;"> <p><u>JOSE L. BACUSMO</u></p> <p>Head of Agency</p> </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |