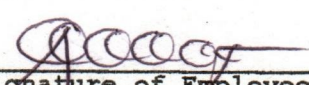
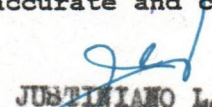
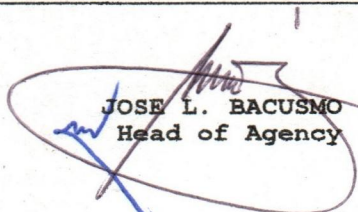


<b>REPUBLIC OF THE PHILIPPINES</b> <b>BC-CSC Form No. 1</b> <b>(Position Description Form)</b>	<b>1. NAME OF EMPLOYEE</b> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>VILLAROSA (Family Name)</span> <span>AL FRANKLIN (Given Name)</span> <span>MENDIOLA (Middle Name)</span> </div>										
<b>2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT</b> Visayas State University, Baybay City, Leyte	<b>3. BUREAU OR OFFICE</b> VISAYAS STATE UNIVERSITY										
<b>4. DEPT./BRANCH/DIVISION</b>	<b>5. WORK STATION/PLACE OF WORK</b>										
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <b>6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.</b> </div> <div style="width: 45%;"> <b>6b. PREV. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.</b> <span style="float: right;">LS</span> </div> </div>	<b>7a. SALARY P.A.:</b> ₱219,996.00  <b>7b. OTHER COMPENSATION:</b> P 24,000.00										
<b>8. OFFICIAL DESIGNATION OF POSITION</b> INSTRUCTOR I	<b>9. WORKING PROPOSED TITLE</b>										
<b>10. WAPCO CLASSIFICATION OF THIS POSITION</b> <div style="text-align: center; margin-top: 10px;"> <span style="font-size: 1.5em;">PDDDD</span> </div>	<b>11. OCCUPATION GROUP TITLE</b> (leave blank) <div style="text-align: center; margin-top: 10px;"> <span style="font-size: 1.5em;">1105, FI 058000</span> </div>										
<b>12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS</b> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>MUNICIPALITY <input type="checkbox"/></span> <span>CITY <input type="checkbox"/></span> <span>PROVINCE <input type="checkbox"/></span> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div>1st <input type="checkbox"/></div> <div>2nd <input type="checkbox"/></div> <div>3rd <input type="checkbox"/></div> <div>4th <input type="checkbox"/></div> <div>5th <input type="checkbox"/></div> <div>6th <input type="checkbox"/></div> </div>											
<b>13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.</b>											
<div style="display: flex; justify-content: space-between;"> <span>Percent of Working Time:</span> <span><b>D U T I E S</b></span> </div>											
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; vertical-align: top;">85%</td> <td style="vertical-align: top;">           1. Teaches assigned subject and performs other teaching related functions, among others the following:           <ul style="list-style-type: none"> <li>a) Prepared teaching materials/guides and submit to department head.</li> <li>b) Conducts examination (mid/final/long hours/quizzes).</li> <li>c) Checks test papers and return 1 week after exam.</li> <li>d) Submits grade sheet and turn over class records to department head two weeks after final examination.</li> </ul> </td> </tr> <tr> <td style="vertical-align: top;">5%</td> <td style="vertical-align: top;">2. Member in different committees.</td> </tr> <tr> <td style="vertical-align: top;">5%</td> <td style="vertical-align: top;">3. Participate in the co-curricular activities.</td> </tr> <tr> <td style="vertical-align: top;">5%</td> <td style="vertical-align: top;">4. Perform other functions assigned by the Department Head.</td> </tr> <tr> <td style="vertical-align: top;">100%</td> <td></td> </tr> </table>		85%	1. Teaches assigned subject and performs other teaching related functions, among others the following: <ul style="list-style-type: none"> <li>a) Prepared teaching materials/guides and submit to department head.</li> <li>b) Conducts examination (mid/final/long hours/quizzes).</li> <li>c) Checks test papers and return 1 week after exam.</li> <li>d) Submits grade sheet and turn over class records to department head two weeks after final examination.</li> </ul>	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%	
85%	1. Teaches assigned subject and performs other teaching related functions, among others the following: <ul style="list-style-type: none"> <li>a) Prepared teaching materials/guides and submit to department head.</li> <li>b) Conducts examination (mid/final/long hours/quizzes).</li> <li>c) Checks test papers and return 1 week after exam.</li> <li>d) Submits grade sheet and turn over class records to department head two weeks after final examination.</li> </ul>										
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100%											



14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <div style="text-align: center;"><i>DEPARTMENT HEAD</i></div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  <div style="text-align: center;"><i>DEAN</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;"><i>DEPARTMENT HEAD</i></div>																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <i>COMPUTER, CALCULATOR, CHARTS, CLASS RECORDS, BOARD, ERASER, etc.</i>																			
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 Normal Working Condition [X] Field Work [ ] Field Trips [ ] Exposed to Varied Weather [ ] Others (Specify) [ ]
	Occasional	Frequent																	
General Public	[ X ]	[ ]																	
Other Agencies	[ ]	[ ]																	
Supervisors	[ ]	[ ]																	
Management	[ ]	[ ]																	
Other (Specify)	[ ]	[ ]																	
20. I CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>OCTOBER 17, 2011</u> Date         </div> <div style="text-align: center;">  Signature of Employee         </div> </div>																			
21. Describe briefly the general function of the Unit or Section. <i>As a service department to teach the students through quality instruction, to improve productivity, profitability, equity &amp; well-being of the university as a whole.</i>																			
22. Describe briefly the general function of the position. <i>To serve technical/academic department through instruction by teaching the basic subject/graduate courses at the dept., explore possibilities on research and extension in relation to university thrusts.</i>																			
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).  Education: <i>b. S. degree in the area of specialization</i>  Experience:																			
23b. Licenses 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;"> <div style="text-align: center;">           _____ Date         </div> <div style="text-align: center;">   <b>JUSTINIANO L. SEROY, Dept. Head</b>            Signature and Title of Immediate Supervisor         </div> </div>																			
25. APPROVED:  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">           _____ Date         </div> <div style="text-align: center;">   <b>JOSE L. BACUSMO</b>            Head of Agency         </div> </div>																			