

REPUBLIC OF THE PHILIPPINES  
BC-CSC Form No. 1  
(Position Description Form)

1. NAME OF EMPLOYEE

TOLIBAS  
(Family Name)

MICHELLE  
(Given Name)

CALDA  
(Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

Visayas State University, Baybay City, Leyte

3. BUREAU OR OFFICE

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

6a. PRES. APPRO.  
ACT/  
BOARD RES/  
ORD. NO.  
ITEM NO.

6b. PREV. APPRO  
ACT/  
BOARD RES/  
ORD. NO.  
ITEM NO.

VISCAB-INST3-11-2014

7a. SALARY P.A.: P 276,528.00

7b. OTHER COMPENSATION: P 24,000.00

8. OFFICIAL DESIGNATION OF POSITION

Inspector II

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 [ ]

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:

D U T I E S

60% 1. Teaches assigned subject and performs other teaching related functions, among others the following:

- Prepared teaching materials/guides and submit to department head.
- Conducts examination (mid/final/long hours/quizzes).
- Checks test papers and return 1 week after exam.
- 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.

120% 5. Act as RPE coordinator with the following functions:

- Assist the dean in the overall planning, coordination & management of RPE programs.
- Exercise overall supervision of the college RPE related program.
- Act as focal point person of the college for the university in coordination w/ the RPE offices.

5% 6. Act as the Gender & Development focal point system Technical Group in the following functions:

- Facilitate the implementation of the gender mainstreaming efforts of the agency through GAP planning & budgeting process.
- Formulate agency GAP plans, programs & Budget.



14. POSITION TITLE OF IMMEDIATE SUPERVISOR

College Dean

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

University President

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.

Computer, printer, etc.

18. CONTRACT

	Occasional	Frequent
General Public	[ X ]	[ ]
Other Agencies	[ ]	[ ]
Supervisors	[ ]	[ ]
Management	[ ]	[ ]
Other (Specify)	[ ]	[ ]

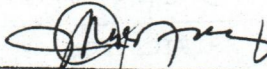
19. WORKING CONDITION

Normal Working Condition [ X ]  
Field Work [ X ]  
Field Trips [ X ]  
Exposed to Varied Weather [ X ]  
Others (Specify) [ ]

20. I CERTIFY that the above answers are accurate and complete.

DEC. 10, 2014

Date



Signature of Employee

21. Describe briefly the general function of the Unit or Section.

To provide instruction, research & extension services.

22. Describe briefly the general function of the position.

Instruction

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: MS degree relevant to the job

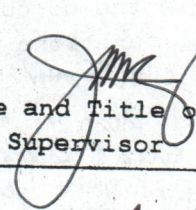
Experience:

23b. Licenses or certificates required to do this work, if any.

24. I HEREBY CERTIFY that the above answers are accurate and complete.

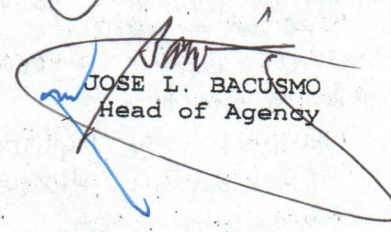
12/10/14

Date

  
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

  
JOSE L. BACUSMO  
Head of Agency