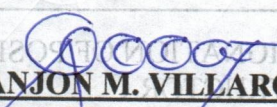
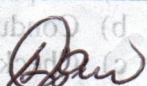
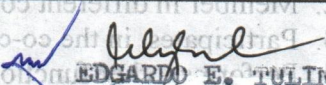


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE VILLAROYA AL FRANJON MENDIOLA <small>(Family Name) (Given Name) (Middle Name)</small>	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT DLABS Visayas State University		3. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY	
4. DEPT./BRANCH/DIVISION <input checked="" type="checkbox"/> Normal Working Condition		5. WORK STATION/PLACE OF WORK <input type="checkbox"/> Frequent <input type="checkbox"/> Occasional <input type="checkbox"/> General Public <input type="checkbox"/> Other Agencies <input type="checkbox"/> Supervisors <input type="checkbox"/> Management <input type="checkbox"/> Other (Specify)	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPROP. 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 10-20-12 Date	
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 <input type="checkbox"/> CITY <input checked="" type="checkbox"/> PROVINCE <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> 5 <sup>th</sup> <input type="checkbox"/> 6 <sup>th</sup> <input type="checkbox"/>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time	D U T I E S		
85%	1. Teaches assigned subject and performs other teaching related functions, among others the following: a) Prepares 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. Participates in the co-curricular activities.		
5%	4. Performs other functions assigned by the department head.		
100%	Head of Agency Date		



<b>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</b> DEPARTMENT HEAD	<b>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b> DEAN																		
<b>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE</b> (if more than (7), list only by their item nos. and titles)																			
<b>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</b> Computer, calculator, charts, class records, board eraser, etc.																			
<b>18. CONTRACT</b> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[xx]</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	[ ]	[xx]	Other Agencies	[ ]	[ ]	Supervisors	[ ]	[ ]	Management	[ ]	[ ]	Other (Specify)	[ ]	[ ]	<b>19. WORKING CONDITION</b> Normal Working Condition [ X ] Field Work [ ] Field Trips [ ] Exposed to Varied Whether [ ] Others (Specify) [ ]
	Occasional	Frequent																	
General Public	[ ]	[xx]																	
Other Agencies	[ ]	[ ]																	
Supervisors	[ ]	[ ]																	
Management	[ ]	[ ]																	
Other (Specify)	[ ]	[ ]																	
<b>20. I CERTIFY that the above answers are accurate and complete.</b>																			
<u>10-26-15</u> Date	 <b>AL FRANJON M. VILLAROYA</b> Signature of Employee																		
<b>21. Describe briefly the general function of the Unit or Section.</b> <i>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>																			
<b>22. Describe briefly the general function of the position.</b> <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>																			
<b>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. These items should be filled for all positions other than teaching).</b> Education: <i>Masteral degree in the field of specialization.</i> Experience:																			
<b>23b. Licenses or certificates required to do this work, if any.</b>																			
<b>24. I HEREBY CERTIFY that the above answers are accurate and complete.</b>																			
<u>10-26-15</u> Date	 <b>ANNIE P. GRAVOSO, Head</b> Signature and Title of Immediate Supervisor																		
<b>25. APPROVED:</b>  Date	 <b>EDGARDO E. TULIN</b> Head of Agency																		