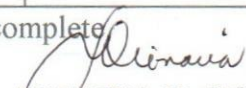
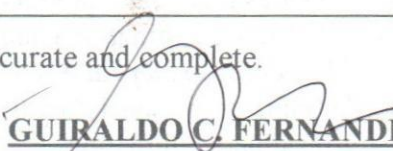
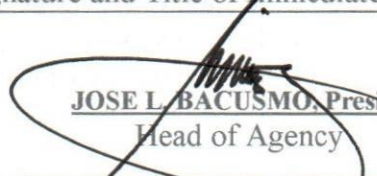


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE OCLINARIA      AVELINA      VILLACORTE (Family Name)      (Given Name)      (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT DLABS Visayas State University		3. BUREAU OR OFFICE  VISAYAS STATE UNIVERSITY	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
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. 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 [ X ]      PROVINCE [ ]  1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup> 5 <sup>th</sup> 6 <sup>th</sup> [ ]      [ ]      [ ]      [ ]      [ ]      [ ]			
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%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <div style="text-align: center;">DEAN</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  <div style="text-align: center;">VICE-PRESIDENT</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;">DEPARTMENT HEAD</div>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computer, calculator, charts, class records, board eraser, etc.																													
18. CONTRACT  <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;">[ ]</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	[ ]	[ ]	Other Agencies	[ ]	[ ]	Supervisors	[ ]	[ ]	Management	[ ]	[ ]	Other (Specify)	[ ]	[ ]	19. WORKING CONDITION  <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[ X ]</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 Whether</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>	Normal Working Condition	[ X ]	Field Work	[ ]	Field Trips	[ ]	Exposed to Varied Whether	[ ]	Others (Specify)	[ ]
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20. I CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>May 28, 2012</u> Date         </div> <div style="width: 45%; text-align: right;">   <b>AVELINA V. OCLINARIA</b>            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 basis 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. These items 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="width: 45%;">           _____ Date         </div> <div style="width: 45%; text-align: right;">   <b>GUIRALDO C. FERNANDEZ, JR., OIC Head</b>            Signature and Title of Immediate Supervisor         </div> </div>																													
25. APPROVED:  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">           _____ Date         </div> <div style="width: 45%; text-align: right;">   <b>JOSE L. BACUSMO, President</b>            Head of Agency         </div> </div>																													