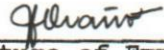
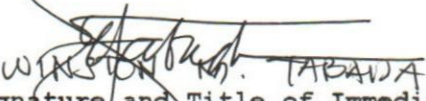
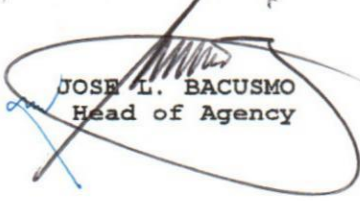


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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|--|
| REPUBLIC OF THE PHILIPPINES<br>BC-CSC Form No. 1<br>(Position Description Form)                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                              | 1. NAME OF EMPLOYEE<br>ORAÑO      JONAH FIDR      VILLAR<br>(Family Name)      (Given Name)      (Middle Name) |  |
| 2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT<br>Visayas State University, Baybay City, Leyte                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                              | 3. BUREAU OR OFFICE                                                                                            |  |
| 4. DEPT./BRANCH/DIVISION<br>DCST                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                              | 5. WORK STATION/PLACE OF WORK<br>VSU                                                                           |  |
| 6a. PRES. APPRO.      6b. PREV. APPRO<br>ACT/      ACT/<br>BOARD RES/      BOARD RES/<br>ORD. NO.      ORD. NO.<br>ITEM NO.      ITEM NO.                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                              | 7a. SALARY P.A.:<br><br>7b. OTHER COMPENSATION: P 24,000.00                                                    |  |
| 8. OFFICIAL DESIGNATION OF POSITION<br>Instructor I                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                              | 9. WORKING PROPOSED TITLE                                                                                      |  |
| 10. WAPCO CLASSIFICATION OF THIS POSITION                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                              | 11. OCCUPATION GROUP TITLE<br>(leave blank)                                                                    |  |
| 12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS<br>MUNICIPALITY [ ]      CITY [ ]      PROVINCE [ ]<br><br>1st      2nd      3rd      4th      5th      6th<br>[ ]      [ ]      [ ]      [ ]      [ ]      [ ] |                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                |  |
| 13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                |  |
| Percent of :<br>Working Time:      D U T I E S                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                |  |
| 85%                                                                                                                                                                                                                                         | 1. Teaches assigned subject and performs other teaching related functions, among others the following:<br>a) Prepared teaching materials/guides and submit to department head.<br>b) Conducts examination (mid/final/long hours/quizzes).<br>c) Checks test papers and return 1 week after exam.<br>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%                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                |  |

| 14. POSITION TITLE OF IMMEDIATE SUPERVISOR<br><br><div style="text-align: center;">DEPARTMENT HEAD</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR<br><br><div style="text-align: center;">College Dean</div> |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |       |            |     |             |     |                           |     |                  |     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|------------|----------|----------------|-------|-----|----------------|-----|-----|-------------|-----|-----|------------|-----|-----|-----------------|-----|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------|------------|-----|-------------|-----|---------------------------|-----|------------------|-----|
| 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.<br><br><div style="text-align: center;">COMPUTER, PROJECTOR, WHITE BOARD MARKER AND FRASER</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                         |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |       |            |     |             |     |                           |     |                  |     |
| 18. CONTRACT<br><br><table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="width: 20%; 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<br><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 Weather</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 Weather | [ ] | Others (Specify) | [ ] |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Occasional                                                                                              | Frequent   |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |       |            |     |             |     |                           |     |                  |     |
| General Public                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | [ X ]                                                                                                   | [ ]        |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |       |            |     |             |     |                           |     |                  |     |
| Other Agencies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | [ ]                                                                                                     | [ ]        |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |       |            |     |             |     |                           |     |                  |     |
| Supervisors                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | [ ]                                                                                                     | [ ]        |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |       |            |     |             |     |                           |     |                  |     |
| Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | [ ]                                                                                                     | [ ]        |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |       |            |     |             |     |                           |     |                  |     |
| Other (Specify)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | [ ]                                                                                                     | [ ]        |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |       |            |     |             |     |                           |     |                  |     |
| Normal Working Condition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | [ X ]                                                                                                   |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |       |            |     |             |     |                           |     |                  |     |
| Field Work                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | [ ]                                                                                                     |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |       |            |     |             |     |                           |     |                  |     |
| Field Trips                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | [ ]                                                                                                     |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |       |            |     |             |     |                           |     |                  |     |
| Exposed to Varied Weather                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | [ ]                                                                                                     |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |       |            |     |             |     |                           |     |                  |     |
| Others (Specify)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | [ ]                                                                                                     |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |       |            |     |             |     |                           |     |                  |     |
| 20. I CERTIFY that the above answers are accurate and complete.<br><br><div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>NOV. 26, 2012</u><br/>Date         </div> <div style="text-align: center;"> <br/>Signature of Employee         </div> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                         |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |       |            |     |             |     |                           |     |                  |     |
| 21. Describe briefly the general function of the Unit or Section.<br><br><div style="text-align: center;">ACADEMIC INSTRUCTION</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                         |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |       |            |     |             |     |                           |     |                  |     |
| 22. Describe briefly the general function of the position.<br><br><div style="text-align: center;">INSTRUCTION</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                         |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |       |            |     |             |     |                           |     |                  |     |
| 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).<br><br>Education: MASTER OF SCIENCE IN INFORMATION TECHNOLOGY<br><br>Experience: TEACHING, PROGRAMMING, SUPERVISING STUDENTS ACTIVITIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                         |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |       |            |     |             |     |                           |     |                  |     |
| 23b. Licenses or certificates required to do this work, if any.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                         |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |       |            |     |             |     |                           |     |                  |     |
| 24. I HEREBY CERTIFY that the above answers are accurate and complete.<br><br><div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>NOV. 26, 2012</u><br/>Date         </div> <div style="text-align: center;"> <br/>Winston M. TABADA<br/>Signature and Title of Immediate Supervisor         </div> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                         |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |       |            |     |             |     |                           |     |                  |     |
| 25. APPROVED:<br><br><div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>                    </u><br/>Date         </div> <div style="text-align: center;"> <br/>JOSE L. BACUSMO<br/>Head of Agency         </div> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                         |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |       |            |     |             |     |                           |     |                  |     |