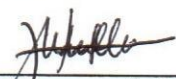




REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE  RATILLA                      MARK                      CATINGAN (Family Name)              (Given Name)              (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE Department of Business and Management Visayas State University	
4. DEPT./BRANCH/DIVISION Department of Business and Management		5. WORK STATION/PLACE OF WORK VSU, Visca, Baybay City, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. VUCA-INST-28-2013	7a. SALARY P.A.: 239,280  7b. OTHER COMPENSATION: P 24,000.00	
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 [ ]                      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			
85% 1. Teaches assigned subject and performs other teaching related functions, among others the following: a) Prepared 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. Participate in the co-curricular activities. 5% 4. Perform other functions assigned by the Department Head. 100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <u>DEPT HEAD / ANTONIO P. ADAMO</u>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  <u>CME DEAN / ANTONIO P. ADAMO</u>																		
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.  <u>Computer, DLP, calculator, stapler, chalk, white board pen</u>																			
18. CONTRACT  <table style="width: 100%;"> <thead> <tr> <th></th> <th style="text-align: center;"><u>Occasional</u></th> <th style="text-align: center;"><u>Frequent</u></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;">[ X ]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[   ]</td> <td style="text-align: center;">[ X ]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[   ]</td> <td style="text-align: center;">[   ]</td> </tr> </tbody> </table>		<u>Occasional</u>	<u>Frequent</u>	General Public	[ X ]	[   ]	Other Agencies	[   ]	[   ]	Supervisors	[   ]	[ X ]	Management	[   ]	[ X ]	Other (Specify)	[   ]	[   ]	19. WORKING CONDITION Normal Working Condition [X] Field Work [   ] Field Trips [   ] Exposed to Varied Weather [   ] Others (Specify) [   ]
	<u>Occasional</u>	<u>Frequent</u>																	
General Public	[ X ]	[   ]																	
Other Agencies	[   ]	[   ]																	
Supervisors	[   ]	[ X ]																	
Management	[   ]	[ X ]																	
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>Feb. 13, 2014</u> Date           </div> <div style="text-align: center;">  Signature of Employee           </div> </div>																			
21. Describe briefly the general function of the Unit or Section.  <u>Instruction, research and extension business management specialized in the field of</u>																			
22. Describe briefly the general function of the position.  <u>Instruction, research and extension</u>																			
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: <u>Masteral degree in the field of specialization.</u> 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;"> <u>                    </u> Date           </div> <div style="text-align: center;">  ANTONIO P. ADAMO Signature and Title of Immediate Supervisor           </div> </div>																			
25. APPROVED:  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>                    </u> Date           </div> <div style="text-align: center;">  JOSE L. BACUSMO Head of Agency           </div> </div>																			