


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <u>MILLA</u> <u>NORBERTO</u> <u>ESPEJO</u> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University		3. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY	
4. DEPT./BRANCH/DIVISION DMPS, VSU		5. WORK STATION/PLACE OF WORK VISAYAS STATE UNIVERSITY	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. VISCAB-INST3-40-2004 ITEM NO.	
7a. SALARY P.A.: P 165,612.00		7b. OTHER COMPENSATION:	
8. OFFICIAL DESIGNATION OF POSITION Instructor III		9. WORKING PROPOSED TITLE Instructor III	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CLER GOVERNMENT 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	DUTIES		
80% 20%	Teaches mathematics and statistics courses Does related works. 		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR College Dean
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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.
Books, chalk, eraser, handouts, calculator, computer etc.

18. CONTRACT	Occasional	Equipment	19. WORKING CONDITION
General Public	[]	[/]	Normal Working Condition [/]
Other Agencies	[/]	[]	Field Work []
Supervisors	[]	[/]	Field Trips []
Management	[/]	[]	Exposed to Varied Weather []
Other (Specify)	[]	[]	Others (Specify) []

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

5/27/08
Date

NORBERTO E. MILLA
Signature of Employee

21. Describe briefly the general function of the Unit or Section
To conduct research, instruction and extension.

22. Describe briefly the general function of the position.
To conduct research, instruction and extension.

23a. Indicate the required qualifications by years and kind of educaion considered in filling up a vacancy for this position. (Keep the position in mind rather than the qualifications of th present incumbent. This item should be filled for all position

Education: **B.S. degree in the area of specialization.**

Experience: **1 yr. of relevant experience; 4 hrs. of relevant training.**

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

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

Date

REMBERTO A. PATINDOL
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

JOSE L. BACUSMO
Head of Agency