

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE SIAREZ, MILDRED MERGAL (Family Name) (Given Name) (Middle Name)
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VSU
4. DEPT./BRANCH/DIVISION Laboratory High School		5. WORK STATION/PLACE OF WORK VSU
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. LS	7a. SALARY P.A.: P151,428.00 7b. OTHER COMPENSATION: PERA/ACA
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 attach additional sheets.		
Percent of Working Time : DUTIES		
90% - Teaches Soc. Stud. I - (3 sections) Soc. Stud. III (1 section) Val. Ed. III - (3 sections) Val. Ed. I II - (3 sections) 10% - Perform other task assigned by the Principal 100% MELBA P. LAMBERT, Principal JOSE L. BACUNO		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR VSU Principal	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Dean, College of Education																		
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE only by their item nos. and titles																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. calculator, stapler, etc.																			
18. CONTACT <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Occasional</th> <th>Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td>☐</td> <td>☒</td> </tr> <tr> <td>Other Agencies</td> <td>☐</td> <td>☐</td> </tr> <tr> <td>Supervisors</td> <td>☐</td> <td>☐</td> </tr> <tr> <td>Management</td> <td>☐</td> <td>☐</td> </tr> <tr> <td>Others (Specify)</td> <td>☐</td> <td>☐</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	☐	☒	Other Agencies	☐	☐	Supervisors	☐	☐	Management	☐	☐	Others (Specify)	☐	☐	19. WORKING CONDITION Normal Working Condition ☒ Field work ☐ Field Trips ☐ Exposed to Varied Weather ☐ Other's (Specify) ☐
	Occasional	Frequent																	
General Public	☐	☒																	
Other Agencies	☐	☐																	
Supervisors	☐	☐																	
Management	☐	☐																	
Others (Specify)	☐	☐																	
20. I CERTIFY that the above answers are accurate and complete. <u>9/8/09</u> Date <u>[Signature]</u> Signature of Employee																			
21. Describe briefly the general function of the Unit or Section. Teaching communication Arts, social sciences, VHBMA & CAT subjects																			
22. Describe briefly the general function of the position. Teaching Social science 1 and 2, Values Educ 2 & 3.																			
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: B.S. degree in the area of specialization Experience:																			
23b. Licenses or certificates required to do this work, if any. Licensure Examination for Teachers (Certificate of Rating)																			
24. I HEREBY CERTIFY that the above answers are accurate and complete <u>9/8/09</u> Date <u>[Signature]</u> MELEN P. LAMBERT, Principal Signature and Title of Immediate Supervisor																			
25. APPROVED <u> </u> Date <u>[Signature]</u> JOSE L. RACUSMO Head of Agency																			