

REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE		
BC-CSC Form No. 1 (Position Description Form)		SA ^o EDON	MARLON	FLORES
		(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		5. WORK STATION/PLACE OF WORK VSU		
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. 10912-18-2011	7a. SALARY P.A.: P 235,896.00		
		7b. OTHER COMPENSATION PERA/ACA P 24.00		
8. OFFICIAL DESIGNATION OF POSITION Instructor II		9. WORKING PROPOSED TITLE Instructor I		
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 []		4th [] 5th []		6th []
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.				
Period of : Working Time : DUTIES				
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%				

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POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR College Dean
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18. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (7) list only by their item nos. and titles)

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
Books, Chalk, eraser, handouts, LCD, calculator, computer, etc.

CONTACT	Occasional	Frequent
General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>

19. WORKING CONDITION

Normal Working Condition	<input checked="" type="checkbox"/>
Field work	<input type="checkbox"/>
Field Trips	<input type="checkbox"/>
Exposed to Varied Weather	<input type="checkbox"/>
Other's (Specify)	<input type="checkbox"/>

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

10/10/11
Date


MARLON P. SACEDON
Signature of Employee

Describe briefly the general function of the Unit or Section.

To conduct research, instruction and extension.

Describe briefly the general function of the position.

To conduct research, instruction and extension.

23.a 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:

licenses or certificates required to do this work,

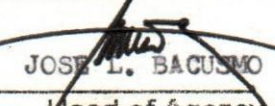
24. I HEREBY CERTIFY that the above answers are accurate and complete.

Date


REMBERTO A. PATINDOL
Signature and Title of Immediate Supervisor

25. APPROVED

Date


JOSE L. BACUSMO
Head of Agency