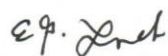




REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE LORETO EPIFANIA GARCIA (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University		3. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY	
4. DEPT./BRANCH/DIVISION Dept. of Civil Engineering, VSU		5. WORK STATION/PLACE OF WORK VISAYAS STATE UNIVERSITY	
6a. PRES. APPRO. 6b. PREV. APPRO. ACT/ ACT/ BOARD RES/ BOARD RES/ ORD. NO. ORD. NO. ITEM NO. ITEM NO. APR02-14-2011		7a. SALARY P.A.: P 393,720.00 7b. OTHER COMPENSATION: P 24,000	
8. OFFICIAL DESIGNATION OF POSITION Assoc. Professor II		9. WORKING PROPOSED TITLE Assoc. Professor I	
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 [] <div>1st 2nd 3rd 4th 5th 6th [] [] [] [] [] []</div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time		DUTIES	
35%		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 DEPARTMENT HEAD		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR COLLEGE DEAN	
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		19. WORKING CONDITION	
	Occasional	Equipment	Normal Working Condition [/]
General Public	[]	[/]	Field Work []
Other Agencies	[/]	[]	Field Trips []
Supervisors	[]	[/]	Exposed to Varied Weather []
Management	[/]	[]	Others (Specify) []
Other (Specify)	[]	[]	
20. I CERTIFY that the above answers are accurate and complete. <div>Nov. 10, 2011 Date</div> <div> EPIFANIA G. LORETO Signature of Employee</div>			
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 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 position) <div>PM Education: Relevant masteral degree Experience: 2 yrs. of relevant experience; 8 hrs. of relevant training.</div>			
23b. Licenses or certificates required to do this work, if any.			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div> Date</div> <div> ROBERTO C. GUARTE Signature and Title of Immediate Supervisor</div>			
25. APPROVED: <div> Date</div> <div> JOSE L. BACUSMO Head of Agency</div>			