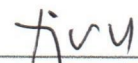
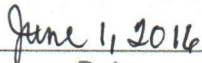
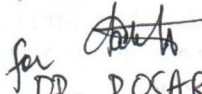



REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. Name <div style="display: flex; justify-content: space-between;"> <div>TEJARA (Family name)</div> <div>NELSON (Given Name)</div> <div>HERNANDO (Middle name)</div> </div>	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE Visayas State University	
4. DEPT. /BRANCH/DIVISION VSU Laboratory High School		5. WORK STATION/PLACE OF WORK Visca Baybay City , Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: 7b. OTHER COMPENSATION: 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 U IT'S CLASS <div style="display: flex; justify-content: space-between;"> MUNICIPALITY [] CITY [] PROVINCE [] </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div>1st []</div> <div>2nd []</div> <div>3rd []</div> <div>4th []</div> <div>5th []</div> <div>6th []</div> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
<div style="display: flex; justify-content: space-between;"> <div> Percent of : Working Time : </div> <div style="text-align: center;"> DUTIES </div> </div>			
85% 5% 5% 5% 5% 100%	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) Conduct examination (mid/final/long hour/quizzes). c) Checks test papers and return 1 week after exam. d) Submits grade sheet and turn over class record to department head two weeks after final examination. 2. Member in different committees. 3. Participate in co-curricular activities. 4. Perform other functions assigned by the Department Head.		

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14. POSITION TITLE OF IMMEDIATE SUPERVISOR Principal		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Dean of the College of Education	
16. NAMES, TITLES AND ITEM NO. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item no. and title). None			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computer, Laptop, Projector			
18. CONTRACT		19. WORKING CONDITION	
	<u>Occasional</u>	<u>Frequent</u>	
General Public	[x]	[]	Normal Working Condition [x]
Other Agencies	[]	[]	Field Work []
Supervisors	[]	[]	Field Trips []
Management	[]	[]	Exposed to Varied Weather []
Others (Specify)	[]	[]	Others (Specify) []
20. I certify that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"><div>May 30, 2016 Date</div><div> Signature of Employee</div></div>			
21. Describe briefly the general function of the Unit or Section. To provide ^{instruction} extension , research & extension services. Teaching			
22. Describe briefly the general function of the position. Teaching.			
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 other than teaching). Education: Masteral degree in the field of specialization. Experience:			
23b. Licenses or certificates required to do this work, if any. LET			
24. I hereby certify that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"><div> Date</div><div> DR. ROSARIO P. ABELA Signature and Title of Immediate Supervisor</div></div>			
25. APPROVED: <div style="display: flex; justify-content: space-between;"><div> Date</div><div> EDGARDO E. TULIN Head of Agency</div></div>			