

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, Baybay City, Leyte

3. BUREAU OR OFFICE

VSU Laboratory High School

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

VSU - VSU, Baybay City, Leyte

6a. PRES. APPRO.
ACT/
BOARD RES/
ORD. NO.
ITEM NO.

6b. PREV. APPRO
ACT/
BOARD RES/
ORD. NO.
ITEM NO.

VISCAB-INST1-33-2012

7a. SALARY P.A.: P 250,440.00

7b. OTHER COMPENSATION: P 24,000.00

8. OFFICIAL DESIGNATION OF POSITION

Inspector 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 attached additional sheets.

Percent 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%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Principal

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Dean of Teacher Education

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)

Rosario P. Abela - Principal

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

projector & laptop

18. CONTRACT

	Occasional	Frequent
General Public	[X]	[]
Other Agencies	[]	[]
Supervisors	[]	[]
Management	[]	[]
Other (Specify)	[]	[]

19. WORKING CONDITION

Normal Working Condition	[X]
Field Work	[]
Field Trips	[]
Exposed to Varied Weather	[]
Others (Specify)	[]

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

11/3/2016

Date

Signature of Employee

21. Describe briefly the general function of the Unit or Section.

Impart theoretical knowledge to high school students.

22. Describe briefly the general function of the position.

Teaches assigned subject & performs other teaching functions.

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: Masteral degree in the field of specialization

Experience:

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

Licensure Examination for Teachers.

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

11/3/2016

Date

Signature and Title of Immediate Supervisor
Dr. Rosario P. Abela

25. APPROVED:

Date

Signature
Edgardo E. Tulin
Head of Agency