

REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC Form No. 1 (Position Description Form)		GONZAGA, EDILBERTO JR. LABIAN (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.	7a. SALARY P.A.: ₱239,280.00	
		7b. OTHER COMPENSATION PERA/ACA ₱2,000.00/mo.	
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 [ ]			
<div> <div>1st</div> <div>2nd</div> <div>4th</div> <div>5th</div> <div>6th</div> </div> <div> <div>[ ]</div> <div>[ ]</div> <div>[ ]</div> <div>[ ]</div> <div>[ ]</div> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
<div> <div>Percent of Working Time :</div> <div>DUTIES</div> </div>			
<div> <div>85%</div> <div>1. Teaches assigned subject and performs other teaching related functions, among others the following:</div> <div> <div>a) Prepared teaching materials/guides and submit to department head.</div> <div>b) Conducts examination (mid/final/long hours/quizzes).</div> <div>c) Checks test papers and return 1 week after exam.</div> <div>d) Submits grade sheet and turn over class records to department head two weeks after final examination.</div> </div> </div>			
<div> <div>5%</div> <div>2. Member in different committees.</div> </div>			
<div> <div>5%</div> <div>3. Participate in the co-curricular activities.</div> </div>			
<div> <div>5%</div> <div>4. Perform other functions assigned by the Department Head.</div> </div>			
<div> <div>100%</div> </div>			



POSITION TITLE OF IMMEDIATE SUPERVISOR

PRINCIPAL

15. POSITION TITLE OF NEXT HIGHER

SUPERVISOR / COLLEGE DEAN

18. 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.

Laptop, calculator, projector, chalk, etc.

CONTACT

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)

☐

no lights & electricity

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

11-25-2013

Date

Signature of Employee

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

22. Describe briefly the general function of the position.

To teach, educate, mold, and lead young students.

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: Masteral degree in the area of specialization.

Experience:

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

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

Date

DR. ROLANDO H. ARRIJEDA

Signature and Title of Immediate

Supervisor

25. APPROVED

Date

JOSE L. MACUSMO

Head of Agency