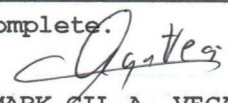
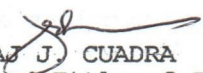


|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |              |                                           |              |                                                        |     |                                                                    |      |     |     |     |     |     |     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------------------------------------------|--------------|--------------------------------------------------------|-----|--------------------------------------------------------------------|------|-----|-----|-----|-----|-----|-----|
| <p style="text-align: center;">REPUBLIC OF THE PHILIPPINES<br/>BC-CSC Form No. 1<br/>(Position Description Form)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>1. NAME OF EMPLOYEE</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 33%;">VEGA</td> <td style="text-align: center; width: 33%;">MARK GIL</td> <td style="text-align: center; width: 33%;">ARDIENTE</td> </tr> <tr> <td style="text-align: center; font-size: small;">(Family Name)</td> <td style="text-align: center; font-size: small;">(Given Name)</td> <td style="text-align: center; font-size: small;">(Middle Name)</td> </tr> </table> | VEGA                                                                  | MARK GIL                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | ARDIENTE     | (Family Name)                             | (Given Name) | (Middle Name)                                          |     |                                                                    |      |     |     |     |     |     |     |
| VEGA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | MARK GIL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | ARDIENTE                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |              |                                           |              |                                                        |     |                                                                    |      |     |     |     |     |     |     |
| (Family Name)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | (Given Name)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | (Middle Name)                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |              |                                           |              |                                                        |     |                                                                    |      |     |     |     |     |     |     |
| <p>2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT</p> <p style="margin-left: 40px;">Visayas State University, Baybay City, Leyte</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p>3. BUREAU OR OFFICE</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |              |                                           |              |                                                        |     |                                                                    |      |     |     |     |     |     |     |
| <p>4. DEPT./BRANCH/DIVISION</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p>5. WORK STATION/PLACE OF WORK</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |              |                                           |              |                                                        |     |                                                                    |      |     |     |     |     |     |     |
| <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>6a. PRES. APPRO. ACT/<br/>BOARD RES/<br/>ORD. NO.<br/>ITEM NO.</p> </td> <td style="width: 50%; vertical-align: top;"> <p>6b. PREV. APPRO. ACT/<br/>BOARD RES/<br/>ORD. NO.<br/>ITEM NO.</p> </td> </tr> </table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>6a. PRES. APPRO. ACT/<br/>BOARD RES/<br/>ORD. NO.<br/>ITEM NO.</p>                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>6b. PREV. APPRO. ACT/<br/>BOARD RES/<br/>ORD. NO.<br/>ITEM NO.</p> | <p>7a. SALARY P.A.:</p> <p>7b. OTHER COMPENSATION: P 24,000.00</p>                                                                                                                                                                                                                                                                                                                                                                                                                   |              |                                           |              |                                                        |     |                                                                    |      |     |     |     |     |     |     |
| <p>6a. PRES. APPRO. ACT/<br/>BOARD RES/<br/>ORD. NO.<br/>ITEM NO.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p>6b. PREV. APPRO. ACT/<br/>BOARD RES/<br/>ORD. NO.<br/>ITEM NO.</p>                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |              |                                           |              |                                                        |     |                                                                    |      |     |     |     |     |     |     |
| <p>8. OFFICIAL DESIGNATION OF POSITION</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>9. WORKING PROPOSED TITLE</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |              |                                           |              |                                                        |     |                                                                    |      |     |     |     |     |     |     |
| <p>10. WAPCO CLASSIFICATION OF THIS POSITION</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <p>11. OCCUPATION GROUP TITLE<br/>(leave blank)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |              |                                           |              |                                                        |     |                                                                    |      |     |     |     |     |     |     |
| <p>12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: left;">MUNICIPALITY [ ]</td> <td style="text-align: left;">CITY [ ]</td> <td style="text-align: left;">PROVINCE [ ]</td> </tr> </table><br><table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">1st</td> <td style="text-align: center;">2nd</td> <td style="text-align: center;">3rd</td> <td style="text-align: center;">4th</td> <td style="text-align: center;">5th</td> <td style="text-align: center;">6th</td> </tr> <tr> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> </table>                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | MUNICIPALITY [ ]                                                      | CITY [ ]                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | PROVINCE [ ] | 1st                                       | 2nd          | 3rd                                                    | 4th | 5th                                                                | 6th  | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] |
| MUNICIPALITY [ ]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | CITY [ ]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | PROVINCE [ ]                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |              |                                           |              |                                                        |     |                                                                    |      |     |     |     |     |     |     |
| 1st                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 2nd                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 3rd                                                                   | 4th                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 5th          | 6th                                       |              |                                                        |     |                                                                    |      |     |     |     |     |     |     |
| [ ]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | [ ]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | [ ]                                                                   | [ ]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | [ ]          | [ ]                                       |              |                                                        |     |                                                                    |      |     |     |     |     |     |     |
| <p>13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |              |                                           |              |                                                        |     |                                                                    |      |     |     |     |     |     |     |
| <p>Percent of :<br/>Working Time: <span style="margin-left: 200px;">D U T I E S</span></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |              |                                           |              |                                                        |     |                                                                    |      |     |     |     |     |     |     |
| <table style="width: 100%; border: none;"> <tr> <td style="width: 10%; vertical-align: top;">85%</td> <td style="vertical-align: top;"> <p>1. Teaches assigned subject and performs other teaching related functions, among others the following:</p> <ul style="list-style-type: none"> <li>a) Prepared teaching materials/guides and submit to department head.</li> <li>b) Conducts examination (mid/final/long hours/quizzes).</li> <li>c) Checks test papers and return 1 week after exam.</li> <li>d) Submits grade sheet and turn over class records to department head two weeks after final examination.</li> </ul> </td> </tr> <tr> <td style="vertical-align: top;">5%</td> <td style="vertical-align: top;"> <p>2. Member in different committees.</p> </td> </tr> <tr> <td style="vertical-align: top;">5%</td> <td style="vertical-align: top;"> <p>3. Participate in the co-curricular activities.</p> </td> </tr> <tr> <td style="vertical-align: top;">5%</td> <td style="vertical-align: top;"> <p>4. Perform other functions assigned by the Department Head.</p> </td> </tr> <tr> <td style="vertical-align: top;">100%</td> <td></td> </tr> </table> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 85%                                                                   | <p>1. Teaches assigned subject and performs other teaching related functions, among others the following:</p> <ul style="list-style-type: none"> <li>a) Prepared teaching materials/guides and submit to department head.</li> <li>b) Conducts examination (mid/final/long hours/quizzes).</li> <li>c) Checks test papers and return 1 week after exam.</li> <li>d) Submits grade sheet and turn over class records to department head two weeks after final examination.</li> </ul> | 5%           | <p>2. Member in different committees.</p> | 5%           | <p>3. Participate in the co-curricular activities.</p> | 5%  | <p>4. Perform other functions assigned by the Department Head.</p> | 100% |     |     |     |     |     |     |
| 85%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p>1. Teaches assigned subject and performs other teaching related functions, among others the following:</p> <ul style="list-style-type: none"> <li>a) Prepared teaching materials/guides and submit to department head.</li> <li>b) Conducts examination (mid/final/long hours/quizzes).</li> <li>c) Checks test papers and return 1 week after exam.</li> <li>d) Submits grade sheet and turn over class records to department head two weeks after final examination.</li> </ul>         |                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |              |                                           |              |                                                        |     |                                                                    |      |     |     |     |     |     |     |
| 5%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>2. Member in different committees.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |              |                                           |              |                                                        |     |                                                                    |      |     |     |     |     |     |     |
| 5%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>3. Participate in the co-curricular activities.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |              |                                           |              |                                                        |     |                                                                    |      |     |     |     |     |     |     |
| 5%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>4. Perform other functions assigned by the Department Head.</p>                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |              |                                           |              |                                                        |     |                                                                    |      |     |     |     |     |     |     |
| 100%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |              |                                           |              |                                                        |     |                                                                    |      |     |     |     |     |     |     |

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| <p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR<br/>Department Head</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR<br/>College Dean</p> |                   |                 |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |       |            |     |             |     |                           |     |                  |     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|-------------------|-----------------|----------------|-------|-----|----------------|-----|-----|-------------|-----|-----|------------|-----|-----|-----------------|-----|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------|------------|-----|-------------|-----|---------------------------|-----|------------------|-----|
| <p>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                      |                   |                 |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |       |            |     |             |     |                           |     |                  |     |
| <p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                      |                   |                 |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |       |            |     |             |     |                           |     |                  |     |
| <p>18. CONTRACT</p> <table style="width: 100%;"><thead><tr><th></th><th style="text-align: center;"><u>Occasional</u></th><th style="text-align: center;"><u>Frequent</u></th></tr></thead><tbody><tr><td>General Public</td><td style="text-align: center;">[ X ]</td><td style="text-align: center;">[ ]</td></tr><tr><td>Other Agencies</td><td style="text-align: center;">[ ]</td><td style="text-align: center;">[ ]</td></tr><tr><td>Supervisors</td><td style="text-align: center;">[ ]</td><td style="text-align: center;">[ ]</td></tr><tr><td>Management</td><td style="text-align: center;">[ ]</td><td style="text-align: center;">[ ]</td></tr><tr><td>Other (Specify)</td><td style="text-align: center;">[ ]</td><td style="text-align: center;">[ ]</td></tr></tbody></table> |                                                                      | <u>Occasional</u> | <u>Frequent</u> | General Public | [ X ] | [ ] | Other Agencies | [ ] | [ ] | Supervisors | [ ] | [ ] | Management | [ ] | [ ] | Other (Specify) | [ ] | [ ] | <p>19. WORKING CONDITION</p> <table style="width: 100%;"><tbody><tr><td>Normal Working Condition</td><td style="text-align: center;">[ X ]</td></tr><tr><td>Field Work</td><td style="text-align: center;">[ ]</td></tr><tr><td>Field Trips</td><td style="text-align: center;">[ ]</td></tr><tr><td>Exposed to Varied Weather</td><td style="text-align: center;">[ ]</td></tr><tr><td>Others (Specify)</td><td style="text-align: center;">[ ]</td></tr></tbody></table> | Normal Working Condition | [ X ] | Field Work | [ ] | Field Trips | [ ] | Exposed to Varied Weather | [ ] | Others (Specify) | [ ] |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <u>Occasional</u>                                                    | <u>Frequent</u>   |                 |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |       |            |     |             |     |                           |     |                  |     |
| General Public                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | [ X ]                                                                | [ ]               |                 |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |       |            |     |             |     |                           |     |                  |     |
| Other Agencies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | [ ]                                                                  | [ ]               |                 |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |       |            |     |             |     |                           |     |                  |     |
| Supervisors                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | [ ]                                                                  | [ ]               |                 |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |       |            |     |             |     |                           |     |                  |     |
| Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | [ ]                                                                  | [ ]               |                 |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |       |            |     |             |     |                           |     |                  |     |
| Other (Specify)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | [ ]                                                                  | [ ]               |                 |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |       |            |     |             |     |                           |     |                  |     |
| Normal Working Condition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | [ X ]                                                                |                   |                 |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |       |            |     |             |     |                           |     |                  |     |
| Field Work                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | [ ]                                                                  |                   |                 |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |       |            |     |             |     |                           |     |                  |     |
| Field Trips                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | [ ]                                                                  |                   |                 |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |       |            |     |             |     |                           |     |                  |     |
| Exposed to Varied Weather                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | [ ]                                                                  |                   |                 |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |       |            |     |             |     |                           |     |                  |     |
| Others (Specify)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | [ ]                                                                  |                   |                 |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |       |            |     |             |     |                           |     |                  |     |
| <p>20. I CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"><div style="text-align: center;"><p><u>JUNE 14 2016</u><br/>Date</p></div><div style="text-align: center;"><br/>MARK GIL A. VEGA<br/>Signature of Employee</div></div>                                                                                                                                                                                                                                                                                                                                                                             |                                                                      |                   |                 |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |       |            |     |             |     |                           |     |                  |     |
| <p>21. Describe briefly the general function of the Unit or Section.</p> <p style="margin-left: 40px;">Teaching</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                      |                   |                 |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |       |            |     |             |     |                           |     |                  |     |
| <p>22. Describe briefly the general function of the position.</p> <p style="margin-left: 40px;">Teaching</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                      |                   |                 |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |       |            |     |             |     |                           |     |                  |     |
| <p>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).</p> <p>Education: Master in Education - major in Biology; minor in English</p> <p>Experience: 4 years</p>                                                                                                                                                                                                                                                                                                                                                                                             |                                                                      |                   |                 |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |       |            |     |             |     |                           |     |                  |     |
| <p>23b. Licenses or certificates required to do this work, if any.</p> <p style="margin-left: 40px;">Licensure Exam for Teachers (LET)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                      |                   |                 |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |       |            |     |             |     |                           |     |                  |     |
| <p>24. I HEREBY CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"><div style="text-align: center;"><p>_____<br/>Date</p></div><div style="text-align: center;"><br/>LIJUERAJ J. CUADRA<br/>Signature and Title of Immediate Supervisor</div></div>                                                                                                                                                                                                                                                                                                                                                          |                                                                      |                   |                 |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |       |            |     |             |     |                           |     |                  |     |
| <p>25. APPROVED:</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"><div style="text-align: center;"><p>_____<br/>Date</p></div><div style="text-align: center;"><br/>EDGARDO E. TULIN<br/>Head of Agency</div></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                      |                   |                 |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |       |            |     |             |     |                           |     |                  |     |