

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE MAHILUM, Jodi Joy Belmonte (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	
7a. SALARY P.A.:		7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Instructor I		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] 1st 2nd 3rd 4th 5th 6th [] [] [] [] [] []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of : Working Time:			
D U T I E S			
85%	1. Teaches assigned subject and performs other teaching related functions, among others the following: a) Prepared teaching materials/guides and submit to department head. b) Conducts examination (mid/final/long hours/quizzes). c) Checks test papers and return 1 week after exam. d) Submits grade sheet and turn over class records to department head two weeks after final examination.		
5%	2. Member in different committees.		
5%	3. Participate in the co-curricular activities.		
5%	4. Perform other functions assigned by the Department Head.		
100%			

684 7298
7/18

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR College Dean																													
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) none																															
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computers , microscopes																															
18. CONTRACT <table border="1"><thead><tr><th></th><th>Occasional</th><th>Frequent</th></tr></thead><tbody><tr><td>General Public</td><td>[X]</td><td>[]</td></tr><tr><td>Other Agencies</td><td>[]</td><td>[]</td></tr><tr><td>Supervisors</td><td>[]</td><td>[]</td></tr><tr><td>Management</td><td>[]</td><td>[]</td></tr><tr><td>Other (Specify)</td><td>[]</td><td>[]</td></tr></tbody></table>			Occasional	Frequent	General Public	[X]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION <table border="1"><tbody><tr><td>Normal Working Condition</td><td>[X]</td></tr><tr><td>Field Work</td><td>[]</td></tr><tr><td>Field Trips</td><td>[]</td></tr><tr><td>Exposed to Varied Weather</td><td>[]</td></tr><tr><td>Others (Specify)</td><td>[]</td></tr></tbody></table>		Normal Working Condition	[X]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
	Occasional	Frequent																													
General Public	[X]	[]																													
Other Agencies	[]	[]																													
Supervisors	[]	[]																													
Management	[]	[]																													
Other (Specify)	[]	[]																													
Normal Working Condition	[X]																														
Field Work	[]																														
Field Trips	[]																														
Exposed to Varied Weather	[]																														
Others (Specify)	[]																														
20. I CERTIFY that the above answers are accurate and complete. 07/04/2012 Date [Signature] Signature of Employee																															
21. Describe briefly the general function of the Unit or Section. Instruction , Research & Extension																															
22. Describe briefly the general function of the position. Instruction & Research																															
23a. Indicate the required qualifications by years and kind of education considered in filling up a vacancy for this position. (Keep the position in mind rather than the qualifications of the present incumbent. This item should be filled for all positions other than teaching). Education: B.S. degree in the area of specialization. Experience:																															
23b. Licenses or certificates required to do this work, if any. Civil Service Eligibility , Agriculturist Licensure Board																															
24. I HEREBY CERTIFY that the above answers are accurate and complete. 07/04/2012 Date Dilbert O. Ferraron Department Head, DPBG Signature and Title of Immediate Supervisor																															
25. APPROVED: Date JOSE L. BACUSMO Head of Agency																															