

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE LORETO , MA. THERESA P. _____ (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE  Department of Pure & Applied Chemistry	
4. DEPT./BRANCH/DIVISION PURE & APPLIED CHEMISTRY		5. WORK STATION/PLACE OF WORK Department of Pure & Applied Chemistry	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. <b>PRO3-6-2011</b>	
7a. SALARY P.A.: P344,208 <b>422,628.00</b>		7b. OTHER COMPENSATION: ACA/PERA P2,000	
8. OFFICIAL DESIGNATION OF POSITION  ASSOC PROFESSOR <b>III</b>		9. WORKING PROPOSED TITLE ASSOC PROFESSOR	
10. WAPCO CLASSIFICATION OF THIS POSITION  ASSOC PROFESSOR		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [ ] CITY [ ] PROVINCE [ ]  <div style="display: flex; justify-content: space-around;"> <span>1st [ ]</span> <span>2nd [ ]</span> <span>3rd [ ]</span> <span>4th [ ]</span> <span>5th [ ]</span> <span>6th [ ]</span> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time: <span style="float: right;">D U T I E S</span>			
85% 1. Teaches assigned subject and performs other teaching related functions, among others the following: a) prepared teaching materials/guides b) conducts examination(mid/final/hour /quizzes) c) checks test papers and return 1 week after exam d) submits grade sheet and turn over class records 2 weeks after final examination 5% 2. Member in different committees 5% 3. Participates in the co-curricular activities 5% 4. Performs other functions assigned by the department head. 100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR DoPAC Head	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Dean, CAS																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) NA																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computer, DLP, OHP, glasswares, balances, etc																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 40%;"></th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> <tr> <td>General Public</td> <td style="text-align: center;">[ ]</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> </table>		Occasional	Frequent	General Public	[ ]	[ ]	Other Agencies	[ ]	[ ]	Supervisors	[ ]	[ ]	Management	[ ]	[ ]	Other (Specify)	[ ]	[ ]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Normal Working Condition</td> <td style="width: 20%; text-align: center;">[ ]</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> </table>	Normal Working Condition	[ ]	Field Work	[ ]	Field Trips	[ ]	Exposed to Varied Weather	[ ]	Others (Specify)	[ ]
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;">           November 9, 2011            _____            Date         </div> <div style="width: 45%; text-align: right;"> <i>mpineto</i>            MA. THERESA P. LORETO            _____            Signature of Employee         </div> </div>																													
21. Describe briefly the general function of the Unit or Section.  Instruction, Research & Extension																													
22. Describe briefly the general function of the position.  To teach general and major chemistry subjects																													
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>Relevant masteral degree</b> Experience: 2 yrs. <b>of relevant experience</b>																													
23b. Licenses or certificates required to do this work, if any.  NA																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <i>11/11/11</i>            _____            Date         </div> <div style="width: 45%; text-align: right;"> <i>CLC</i>            CANDELARIO L. CALIBO, Head, DoPAC            _____            Signature and Title of Immediate Supervisor         </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;">           _____            Date         </div> <div style="width: 45%; text-align: right;">           JOSE L. BACUSMO, President, VSU  <i>JB</i>            _____            Head of Agency         </div> </div>																													