

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. Name LAMBERT ALLEN GLENNIE PASCUAL (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY, Baybay City, Leyte		3. BUREAU OR OFFICE VSU Laboratory High School	
4. DEPT. /BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. VSU-109-29-2014	7a. SALARY P.A.: P 239,280.00 7b. OTHER COMPENSATION: ↑ 24,000	
8. OFFICIAL DESIGNATION OF POSITION Regular - Temporary		9. WORKING POPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND U IT'S CLASS MUNICIPALITY [] CITY [] PROVINCE []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time :		DUTIES	
85%	1. Teaches assigned subject and performs other teaching related functions, among others the following:		
5%	a) Prepared teaching materials/guides and submit to department head.		
	b) Conduct examination (mid/final/long hour/quizzes).		
	c) Checks test papers and return 1 week after exam.		
	d) Submits grade sheet and turn over class record to department head two weeks after final examination.		
5%	2. Member in different committees.		
5%	3. Participate in co-curricular activities.		
5%	4. Perform other functions assigned by the Department Head.		
100%			
JOSE L. BACUSMO Head of Agency		Date	

<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</p> <p style="text-align: center;">Principal</p> <p style="text-align: center;">ALBERT ALLEN GLENIE PASCUAL</p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</p> <p style="text-align: center;">College Dean</p> <p style="text-align: center;">(Position Description Form)</p>																		
<p>16. NAMES, TITLES AND ITEM NO. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item no. and title).</p>																			
<p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</p>																			
<p>18. CONTRACT</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <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>Others (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Others (Specify)	[]	[]	<p>19. WORKING CONDITION</p> <p>Normal Working Condition []</p> <p>Field Work []</p> <p>Field Trips []</p> <p>Exposed to Varied Weather []</p> <p>Others (Specify) []</p>
	Occasional	Frequent																	
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<p>20. I certify that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p style="text-align: center;">10/1/14</p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%;"> <p style="text-align: center;"><i>[Signature]</i></p> <p style="text-align: center;">Signature of Employee</p> </div> </div>																			
<p>21. Describe briefly the general function of the Unit or Section.</p> <p style="text-align: center;">Provide instruction, research & extension services</p>																			
<p>22. Describe briefly the general function of the position.</p> <p style="text-align: center;">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 position other than teaching).</p> <p>Education : <i>masteral degree in the field of specialization</i></p> <p>Experience :</p>																			
<p>23b. Licenses or certificates required to do this work, if any.</p>																			
<p>24. I hereby certify that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p style="text-align: center;">Date</p> </div> <div style="width: 45%;"> <p style="text-align: center;"><i>[Signature]</i></p> <p style="text-align: center;">DR. ROLANDO H. ARPILLEDA</p> <p style="text-align: center;">Signature and Title of Immediate Supervisor</p> </div> </div>																			
<p>25. APPROVED:</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p style="text-align: center;">Date</p> </div> <div style="width: 45%;"> <p style="text-align: center;"><i>[Signature]</i></p> <p style="text-align: center;">JOSE L. BACUSMO</p> <p style="text-align: center;">Head of Agency</p> </div> </div>																			