

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE ESTILLORE CHELYN G. (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE Visayas State University	
4. DEPT./BRANCH/DIVISION DCHM		5. WORK STATION/PLACE OF WORK DCHM, VSU	
6a. PRES. APPRO. 6b. PREV. APPRO ACT/ ACT/ BOARD RES/ BOARD RES/ ORD. NO. ORD. NO. ITEM NO. ITEM NO.		7a. SALARY P.A.: P 219,996.00 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Instructor		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			
70 Teaches HRTM courses 30 Performs related activities such as coordinating student practicum, academic advising, coaching/training students in Flairtending and Bartending; and serving as chairperson or member in committees of the department, college and university			

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OPH 10032 11/11

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Dean of College	
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computer, LCD and etc.			
18. CONTRACT		19. WORKING CONDITION	
	Occasional	Frequent	
General Public	[X]	[]	Normal Working Condition [X]
Other Agencies	[]	[X]	Field Work []
Supervisors	[]	[X]	Field Trips []
Management	[X]	[]	Exposed to Varied Weather []
Other (Specify)	[]	[]	Others (Specify) []
20. I CERTIFY that the above answers are accurate and complete. November 09/2011 Date CHELYN G. ESTILLORE Signature of Employee			
21. Describe briefly the general function of the Unit or Section. To provide instruction, research & extension services.			
22. Describe briefly the general function of the position. Instruction.			
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.			
24. I HEREBY CERTIFY that the above answers are accurate and complete. 10 Nov. 2011 Date EUNICE I. BERAY Signature and Title of Immediate Supervisor			
25. APPROVED: Date JOSE L. BACUSMO Head of Agency			