

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(Position Description Form)

1. NAME OF EMPLOYEE

MENESES NAZA CECILIA CASTRILLA
(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

COLLEGE OF NURSING

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 1

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 []

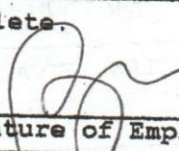
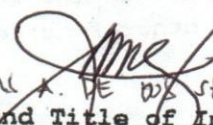
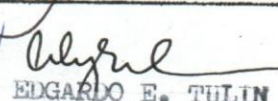
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.

Percent of :
Working Time:

DUTIES

- 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%

MEM-860

<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;">Dean</div></p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">President</div></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. <div style="text-align: center;">LAPTOP</div></p>																													
<p>18. CONTRACT</p> <table border="0" style="width: 100%;"><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;">[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>		Occasional	Frequent	General Public	[X]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	<p>19. WORKING CONDITION</p> <table border="0" style="width: 100%;"><tbody><tr><td>Normal Working Condition</td><td style="text-align: right;">[X]</td></tr><tr><td>Field Work</td><td style="text-align: right;">[]</td></tr><tr><td>Field Trips</td><td style="text-align: right;">[]</td></tr><tr><td>Exposed to Varied Weather</td><td style="text-align: right;">[]</td></tr><tr><td>Others (Specify)</td><td style="text-align: right;">[]</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)	[]																												
<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;"><u>10/14/15</u> Date</div><div style="text-align: center;"> Signature of Employee</div></div>																													
<p>21. Describe briefly the general function of the Unit or Section.</p> <p style="margin-left: 40px;">To provide instruction, research & extension services.</p>																													
<p>22. Describe briefly the general function of the position.</p> <p style="margin-left: 40px;">Instruction.</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: Masteral degree in the field of specialization.</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; align-items: flex-end;"><div style="text-align: center;"><u>10-22-15</u> Date</div><div style="text-align: center;"> JANET ALEXU A. DE LOS SANTOS, DEAN, CON 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;"><u> </u> Date</div><div style="text-align: center;"> EDGARDO E. TULIN Head of Agency</div></div>																													