REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)	1. NAME OF EMPLOYEE **CESAR , MAGDALENE A.** (Family Name) (Given Name) (Middle Name)
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT **VISAYAS STATE UNIVERSITY**	3. BUREAU OR OFFICE **VSU**
4. DEPT./BRANCH/DIVISION **Department of Computer Science and Technology**	5. WORK STATION/PLACE OF WORK **VSU, Visca, Baybay, Leyte**

6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.

6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. INST) -20- 05

7a. SALARY P.A.:   **P** /81, 428-

7b. OTHER COMPENSATION: **None**   P-1,000-

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		3ı	4th	5th	6th
	[ ]	[ ]		[	[ ]	[ ]	[ ]

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

Percent of :

Working Time :   D U T I E S

75%	**Teach Computer Science Subjects.**
25%	**Performs other function assigned by the immediate supervisor.**
100%	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Department Head	*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)

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

Computer units, printer, etc.

18. CONTACT

	Occasional	Frequent
General Public	[ ]	[ ]
Other Agencies	[ ]	[ ]
Supervisors	[ ]	[ ]
Management	[ ]	[ ]
Others (Specify)	[ ]	[ ]

19. WORKING CONDITION

Normal Working Condition	[x]
Field work	[ ]
Field Trips	[ ]
Exposed to Varied Weather	
Other's (Specify)	[ ]

20. I CERTIFY that the above answers are accurate and complete.

October 13 2009
Date

MAGDALENE A. CESAR
Signature of Employee

21. Describe briefly the general function of the Unit or Section.

To conduct instruction and supervise the instrumentation unit.

22. Describe briefly the general function of the position.

To conduct instruction and supervise the instrumentation unit.

23.a 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: *Bachelor of Science in Information Technology*

Experience: *Teaching*

23b. Licenses or certificates required to do this work, if any.

24. I HEREBY CERTIFY that the above answers are accurate and complete.

October 13, 2009
Date

WINSTON M. TABADA
Signature and Title of Immediate Supervisor

25. APPROVED

_____
Date

JOSE L. BACUSMO
Head of Agency