

REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE		
BC-CSC Form No. 1 (Position Description Form)		ROLA	JUDE	BULAWAN
		(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 DUST		5. WORK STATION/PLACE OF WORK VSU		
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. RP-16	7a. SALARY P.A.: P272,216.00		
		7b. OTHER COMPENSATION PERA/ACA P24,000		
8. OFFICIAL DESIGNATION OF POSITION Asst. Prof. 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 []	4th []	5th []
				6th []
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach 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%				

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73

14. POSITION TITLE OF IMMEDIATE SUPERVISOR 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

DEPT HEAD

COLLEGE DEAN

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (List only by their item nos. and titles)

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

COMPUTERS, WATERBOARD PEN, ERASER, LCD PROSECTOR

18. CONTACT

	Occasional	Frequent
General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>

19. WORKING CONDITION

Normal Working Condition	<input type="checkbox"/>
Field work	<input type="checkbox"/>
Field Trips	<input type="checkbox"/>
Exposed to Varied Weather	<input type="checkbox"/>
Other's (Specify)	<input type="checkbox"/>

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

10/5/11

Date

Signature of Employee

ROLA J

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

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: B. S. degree relevant to the job

Experience: 1 yr. of relevant experience; 4 hrs. of relevant training.

23.b. Licenses or certificates required to do this work.

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

10/5/11

Date

Signature and Title of Immediate Supervisor

25. APPROVED

Date

Head of Agency