

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; margin-top: 10px;"> TRUYA RIZALINA DEMOL </div> <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 5px;"> (Family Name) (Given Name) (Middle Name) </div>	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT <div style="margin-top: 10px;">Visayas State University, Baybay City, Leyte</div>		3. BUREAU OR OFFICE <div style="margin-top: 10px; text-align: center;">VSU</div>	
4. DEPT./BRANCH/DIVISION <div style="margin-top: 10px; text-align: center;">TEACHER EDUCATION</div>		5. WORK STATION/PLACE OF WORK <div style="margin-top: 10px; text-align: center;">VSU</div>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> 6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. </div> <div style="width: 48%;"> 6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. </div> </div> <div style="text-align: center; margin-top: 10px;">VISCAB-AP1-20-2014</div>		7a. SALARY P.A.: P 298,644.00 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION <div style="margin-top: 10px; text-align: center;">ASSISTANT PROFESSOR I</div>		9. WORKING PROPOSED TITLE <div style="margin-top: 10px; text-align: center;">ASSISTANT PROFESSOR</div>	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>MUNICIPALITY []</div> <div>CITY []</div> <div>PROVINCE []</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div>1st []</div> <div>2nd []</div> <div>3rd []</div> <div>4th []</div> <div>5th []</div> <div>6th []</div> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
<div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div>Percent of Working Time:</div> <div>DUTIES</div> </div> <div style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 10%;">85%</div> <div style="width: 90%;"> 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. </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 10px;"> <div style="width: 10%;">5%</div> <div style="width: 90%;">2. Member in different committees.</div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 10px;"> <div style="width: 10%;">5%</div> <div style="width: 90%;">3. Participate in the co-curricular activities.</div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 10px;"> <div style="width: 10%;">5%</div> <div style="width: 90%;">4. Perform other functions assigned by the Department Head.</div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 10px;"> <div style="width: 10%;">100%</div> <div style="width: 90%;"></div> </div> </div>			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

DEPARTMENT HEAD

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

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.

CALCULATOR, LED PROJECTOR, LAPTOP

18. CONTRACT

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

19. WORKING CONDITION

Normal Working Condition	[X]
Field Work	[]
Field Trips	[]
Exposed to Varied Weather	[]
Others (Specify)	[]

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

DECEMBER 18, 2014
Date

Regina L. Trujillo
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: MS degree relevant to the job

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

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

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

12/19/2014

Date

[Signature]
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

[Signature]
JOSE L. BASUSMO
Head of Agency