

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: 5px;"> MORAVES (Family Name) PAULA NADREA (Given Name) FLORES (Middle Name) </div>											
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT <div style="margin-top: 5px;">Visayas State University, Baybay City, Leyte</div>		3. BUREAU OR OFFICE											
4. DEPT./BRANCH/DIVISION <div style="margin-top: 5px;">DEPT. OF LIBERAL ARTS AND BEHAVIORAL SCIENCES</div>		5. WORK STATION/PLACE OF WORK <div style="margin-top: 5px;">USU, VISCA, Baybay, Leyte</div>											
6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/BOARD RES/ORD. NO. ITEM NO. <div style="margin-top: 5px;">LS</div>	7a. SALARY P.A.: P 219,994.00 7b. OTHER COMPENSATION: P 24,000.00											
8. OFFICIAL DESIGNATION OF POSITION <div style="margin-top: 5px; font-style: italic;">Instructor I</div>		9. WORKING PROPOSED TITLE											
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE <div style="margin-top: 5px;">(leave blank)</div>											
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-between; margin-top: 5px;"> MUNICIPALITY [] CITY [] PROVINCE [] </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <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;"> Percent of Working Time: DUTIES </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; vertical-align: top;">85%</td> <td style="vertical-align: top;"> 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. </td> </tr> <tr> <td style="vertical-align: top;">5%</td> <td style="vertical-align: top;">2. Member in different committees.</td> </tr> <tr> <td style="vertical-align: top;">5%</td> <td style="vertical-align: top;">3. Participate in the co-curricular activities.</td> </tr> <tr> <td style="vertical-align: top;">5%</td> <td style="vertical-align: top;">4. Perform other functions assigned by the Department Head.</td> </tr> <tr> <td style="vertical-align: top;">100%</td> <td></td> </tr> </table>				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%	
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%													

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center; font-size: 1.2em;">DEPARTMENT HEAD</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center; font-size: 1.2em;">DEAN</div>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) <div style="text-align: center;">No.</div>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="text-align: center; font-size: 1.1em;">computer, Calculator, Cassette, CD Player</div>																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="text-align: center; border-bottom: 1px solid black;">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)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <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)	[]																												
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <u>October 17, 2011</u> Date </div> <div style="text-align: center;"> Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <div style="text-align: center; font-size: 1.1em;">to teach Service courses,</div>																													
22. Describe briefly the general function of the position. <div style="text-align: center; font-size: 1.1em;">To teach English and speech courses.</div>																													
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. <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <hr style="width: 20%; margin: 0 auto;"/> Date </div> <div style="text-align: center;"> JUSTINIANO L. SEROY, Dept. Head Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <hr style="width: 20%; margin: 0 auto;"/> Date </div> <div style="text-align: center;"> JOSE M. BACUSMO Head of Agency </div> </div>																													