

<b>REPUBLIC OF THE PHILIPPINES</b> <b>BC-CSC Form No. 1</b> <b>(Position Description Form)</b>		<b>1. NAME OF EMPLOYEE</b> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>YCONG (Family Name)</span> <span>HELMAR (Given Name)</span> <span>GONTINAS (Middle Name)</span> </div>											
<b>2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT</b> Visayas State University, Baybay City, Leyte		<b>3. BUREAU OR OFFICE</b> DEPARTMENT OF TEACHER EDUCATION											
<b>4. DEPT./BRANCH/DIVISION</b>		<b>5. WORK STATION/PLACE OF WORK</b> VISAYAS STATE UNIVERSITY, VISCA, BAYBAY, LEYTE											
<b>6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.</b>	<b>6b. PREV. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.</b>	<b>7a. SALARY P.A.:</b> P 279,280.00  <b>7b. OTHER COMPENSATION:</b> P 24,000.00											
<b>8. OFFICIAL DESIGNATION OF POSITION</b> Instructor I		<b>9. WORKING PROPOSED TITLE</b>											
<b>10. WAPCO CLASSIFICATION OF THIS POSITION</b>		<b>11. OCCUPATION GROUP TITLE</b> (leave blank)											
<b>12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS</b> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>MUNICIPALITY [ ]</span> <span>CITY [ ]</span> <span>PROVINCE [ ]</span> </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>													
<b>13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.</b>													
Percent of Working Time: <b>DUTIES</b>													
<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%	
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OP# 4243 s/ro

<b>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</b> Head, Department of Teacher Education and Dean, College of Education	<b>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b> Vice President for Instruction																												
<b>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE</b> (if more than (7), list only by their item nos. and titles)																													
<b>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</b> Net book (lap top) , Projector																													
<b>18. CONTRACT</b> <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)	[ ]	[ ]	<b>19. WORKING CONDITION</b> <table style="width:100%; border-collapse: collapse;"><tbody><tr><td>Normal Working Condition</td><td style="text-align: center;">[ X ]</td></tr><tr><td>Field Work</td><td style="text-align: center;">[ ]</td></tr><tr><td>Field Trips</td><td style="text-align: center;">[ ]</td></tr><tr><td>Exposed to Varied Weather</td><td style="text-align: center;">[ ]</td></tr><tr><td>Others (Specify)</td><td style="text-align: center;">[ ]</td></tr></tbody></table>	Normal Working Condition	[ X ]	Field Work	[ ]	Field Trips	[ ]	Exposed to Varied Weather	[ ]	Others (Specify)	[ ]
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<b>20. I CERTIFY that the above answers are accurate and complete.</b> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="text-align: center;"><u>May 17, 2013</u> Date</div><div style="text-align: center;"> Signature of Employee</div></div>																													
<b>21. Describe briefly the general function of the Unit or Section.</b> <div style="text-align: center; margin-top: 10px;">TEACHING</div>																													
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<b>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).</b> <div style="margin-top: 10px;"><b>Education:</b> MS degree in the field of Specialization <b>Experience:</b></div>																													
<b>23b. Licenses or certificates required to do this work, if any.</b> <div style="text-align: center; margin-top: 10px;">LICENSURE EXAMINATION FOR TEACHERS (LET)</div>																													
<b>24. I HEREBY CERTIFY that the above answers are accurate and complete.</b> <div style="text-align: center; margin-top: 20px;"> <b>DOLORES L. ALCODER</b> Signature and Title of Immediate Supervisor</div>																													
<b>25. APPROVED:</b> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="text-align: center;"><u>                    </u> Date</div><div style="text-align: center;"> <b>JOSE L. BACUSMO</b> Head of Agency</div></div>																													