

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE PONCE BETHLEHEM ALGODON (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT DLABS Visayas State University		3. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPROP ACT BOARD RES/ ORD. NO. ITEM NO. 1091-11-2012	7a. SALARY P.A.: ₱239,280- 7b. OTHER COMPENSATION: ₱24,000-	
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 [ X ] PROVINCE [ ] 1 <sup>st</sup> [ ] 2 <sup>nd</sup> [ ] 3 <sup>rd</sup> [ ] 4 <sup>th</sup> [ ] 5 <sup>th</sup> [ ] 6 <sup>th</sup> [ ]			
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		
85%	1. Teaches assigned subject and performs other teaching related functions, among others the following: a) Prepares 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. Participates in the co-curricular activities.		
5%	4. Performs other functions assigned by the College Dean		
100%			



<b>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</b> <p style="text-align: center;">DEPARTMENT HEAD</p>	<b>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b> <p style="text-align: center;">DEAN</p>																												
<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> <p style="text-align: center;">Computer, calculator, charts, class records, board eraser, etc.</p>																													
<b>18. CONTRACT</b> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 30%; text-align: center;">Occasional</th> <th style="width: 30%; text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[ ]</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	[ ]	[ ]	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 Whether</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 Whether	[ ]	Others (Specify)	[ ]
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<b>20. I CERTIFY that the above answers are accurate and complete.</b>																													
<p style="text-align: center;">Date</p>	<p style="text-align: center;"><b>BETHLEHEM A. PONCE</b> Signature of Employee</p>																												
<b>21. Describe briefly the general function of the Unit or Section.</b> <i>A service department to teach the students through quality instruction, to improve productivity, profitability, equity &amp; well-being of the University as a whole.</i>																													
<b>22. Describe briefly the general function of the position.</b> <i>To serve technical/academic department through Instruction by teaching the basic subject/graduate courses at the dept., explore possibilities on research and extension in relation to university thrusts.</i>																													
<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. These items should be filled for all positions other than teaching).</b>  Education: <i>Masteral degree in the field of specialization</i>  Experience:																													
<b>23b. Licenses or certificates required to do this work, if any.</b>																													
<b>24. I HEREBY CERTIFY that the above answers are accurate and complete.</b>																													
<p style="text-align: center;"><i>5-11-15</i> Date</p>	<p style="text-align: center;"><b>ANNIE P. GRAVOSO, Head</b> Signature and Title of Immediate Supervisor</p>																												
<p style="text-align: center;">Date</p>	<p style="text-align: center;"><b>JOSE L. BACUSMO, President</b> Head of Agency</p>																												
<b>25. APPROVED:</b>																													