

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. Name  <div>LIMBO                      CHARIS                      BUHI (Family Name)                      (Given Name)                      (Middle Name)</div>	
2. DEPERTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE  Visayas State University	
4. DEPT. /BRANCH/DIVISION Department of Teacher Education		5. WORK STATION/PLACE OF WORK  VSU Laboratory High School	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		6b. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	
7a. SALARY P.A.:		7b. OTHER COMPENSATION: N/A	
8. OFFICIAL DESIGNATION OF POSITION  Instructor I		9. WORKING PROPOSED TITLE  Instructor – 1	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND U IT'S CLASS MUNICIPALITY [ ]                      CITY [ ]                      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 attached additional sheets.			
Percent of : Working Time :  DUTIES			
85%	1. Teaches assigned subject and performs other teaching related functions, among others the following:		
5%	a) Prepared teaching materials/guides and submit to department head.		
	b) Conduct examination (mid/final/long hour/quizzes).		
	c) Checks test papers and return 1 week after exam.		
	d) Submits grade sheet and turn over class record to department head two weeks after final examination.		
5%	2. Member in different committees.		
5%	3. Participate in co-curricular activities.		
5%	4. Perform other functions assigned by the Department Head.		
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <b>Principal</b>		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <b>College Dean</b>	
16. NAMES, TITLES AND ITEM NO. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item no. and title).			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. computer, printer, etc.			
18. CONTRACT		19. WORKING CONDITION	
	<u>Occasional</u>	<u>Frequent</u>	
General Public	[ ]	[ x ]	Normal Working Condition [ x ]
Other Agencies	[ ]	[ ]	Field Work [ ]
Supervisors	[ ]	[ ]	Field Trips [ ]
Management	[ ]	[ ]	Exposed to Varied Weather [ ]
Others (Specify)	[ ]	[ ]	Others (Specify) [ ]
20. I certify that the above answers are accurate and complete.			
<u>Sept. 14, 2016</u> Date		<u>Jimb Limon</u> Signature of Employee	
21. Describe briefly the general function of the Unit or Section. VSU Laboratory High School is a school intended for the Sons and Daughters of VSU Faculty and Staff.			
22. Describe briefly the general function of the position. To teach the students and assist their extra-curricular activities.			
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 position other than teaching).  Education : Masteral degree in the field of specialization.  Experience :			
23b. Licenses or certificates required to do this work, if any. <b>LET</b>			
24. I hereby certify that the above answers are accurate and complete.			
<u>Sept. 14, 2016</u> Date		<u>Rosario P. Abela</u> <b>ROSARIO P. ABELA- PRINCIPAL</b> Signature and Title of Immediate Supervisor	
25. APPROVED:			
<u>                    </u> Date		<u>Edgardo E. Tulin</u> <b>EDGARDO E. TULIN</b> Head of Agency	