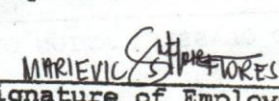
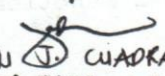
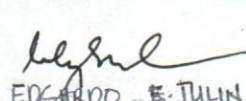


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE		
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  Visayas State University, Baybay City, Leyte		Flores (Family Name)      Maneniv (Given Name)      Siega (Middle Name)		
4. DEPT./BRANCH/DIVISION		3. BUREAU OR OFFICE		
6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.		5. WORK STATION/PLACE OF WORK		
6b. PREV. APPRO ACT/BOARD RES/ORD. NO. ITEM NO.		7a. SALARY P.A.:		
8. OFFICIAL DESIGNATION OF POSITION		7b. OTHER COMPENSATION: P 24,000.00		
10. WAPCO CLASSIFICATION OF THIS POSITION		9. WORKING PROPOSED TITLE		
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [ ]      CITY [ ]      PROVINCE [ ]		11. OCCUPATION GROUP TITLE (leave blank)		
1st [ ]      2nd [ ]      3rd [ ]      4th [ ]      5th [ ]      6th [ ]				
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached 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) 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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14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR College 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.			
18. CONTRACT		19. WORKING CONDITION	
General Public	<u>Occasional</u> [ X ]	<u>Frequent</u> [ ]	Normal Working Condition [ X ]
Other Agencies	[ ]	[ ]	Field Work [ ]
Supervisors	[ ]	[ ]	Field Trips [ ]
Management	[ ]	[ ]	Exposed to Varied Weather [ ]
Other (Specify)	[ ]	[ ]	Others (Specify) [ ]
20. I CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div> <u>JULY 21, 2014</u> Date </div> <div>  Signature of Employee </div> </div>			
21. Describe briefly the general function of the Unit or Section. Teaching			
22. Describe briefly the general function of the position. Teaching			
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: Masters of Arts in Education. Major in Filipino (Candidate) Experience: 4 years			
23b. Licenses or certificates required to do this work, if any. Licensure Examination for Teachers (LET)			
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div> <u>August 4, 2014</u> Date </div> <div>  LIJUEKAI D. CUADRA PH.D. Signature and Title of Immediate Supervisor </div> </div>			
25. APPROVED:  <div style="display: flex; justify-content: space-between;"> <div> <u>                    </u> Date </div> <div>  EDGARDO E. TULUN PH.D. Head of Agency </div> </div>			