

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE  <div style="display: flex; justify-content: space-between;"> <span>MAMOLO (Family Name)</span> <span>LEU (Given Name)</span> <span>ALDAMIA (Middle Name)</span> </div>	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE  VSM LABORATORY HIGH SCHOOL	
4. DEPT./BRANCH/DIVISION  COLLEGE OF EDUCATION		5. WORK STATION/PLACE OF WORK  VISCA, BAYBAY CITY	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	
7a. SALARY P.A.: 239,280		7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION  INSTRUCTOR I		9. WORKING PROPOSED TITLE  NA	
10. WAPCO CLASSIFICATION OF THIS POSITION  NA		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [ ] CITY <input checked="" type="checkbox"/> PROVINCE [ ]			
<div style="display: flex; justify-content: space-around;"> <span>1st [ ]</span> <span>2nd [ ]</span> <span>3rd [ ]</span> <span>4th [ ]</span> <span>5th [ ]</span> <span>6th [ ]</span> </div>			
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			
<div style="margin-bottom: 10px;">             85% 1. Teaches assigned subject and performs other teaching related functions, among others the following:             <ul style="list-style-type: none"> <li>a) Prepared teaching materials/guides and submit to department head.</li> <li>b) Conducts examination (mid/final/long hours/quizzes).</li> <li>c) Checks test papers and return 1 week after exam.</li> <li>d) Submits grade sheet and turn over class records to department head two weeks after final examination.</li> </ul> </div> <div style="margin-bottom: 10px;">             5% 2. Member in different committees.           </div> <div style="margin-bottom: 10px;">             5% 3. Participate in the co-curricular activities.           </div> <div style="margin-bottom: 10px;">             5% 4. Perform other functions assigned by the Department Head.           </div> <div>             100%           </div>			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center; margin-top: 10px;">PRINCIPAL</p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center; margin-top: 10px;">DEAN</p>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) DR. ROLANDO H. ARQUEROA - PRINCIPAL - VSUHS DR. LIGORAJ CUADRA - DEAN - COLLEGE OF EDUCATION																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p style="text-align: center; margin-top: 10px;">NA</p>																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="width: 20%; 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: 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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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <u>SEPTEMBER 19, 2014</u>            Date         </div> <div style="text-align: center;">             Signature of Employee         </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <p style="margin-top: 20px; font-family: cursive;">A laboratory school for college students.</p>																													
22. Describe briefly the general function of the position. <p style="margin-top: 20px; font-family: cursive;">Teach mathematics and let students appreciate the beauty of numbers/math in real life.</p>																													
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). <div style="margin-top: 10px;">           Education: <u>Masteral degree in the field of specialization.</u>            Experience:         </div>																													
23b. Licenses or certificates required to do this work, if any. <p style="margin-top: 20px; font-family: cursive;">Licensure EXAMINATION FOR TEACHERS</p>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <u>9/25/2014</u>            Date         </div> <div style="text-align: center;">             Dr. <u>ROLANDO H. ARQUEROA</u>            PRINCIPAL, VSUHS            Signature and Title of Immediate Supervisor         </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;">           _____            Date         </div> <div style="text-align: center;">             JOSE L. BACUSMO            Head of Agency         </div> </div>																													