

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		CONZAGA, EDILBERTO JR. LABIAN (Family Name) (Given Name) (Middle Name)	
4. DEPT./BRANCH/DIVISION VSULHS		3. BUREAU OR OFFICE VSULHS	
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.: ₱ 239,280.00	
8. OFFICIAL DESIGNATION OF POSITION Instructor I		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: DUTIES			
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%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Principa

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.

Laptop, USB, chalk & board

18. CONTRACT

General Public
Other Agencies
Supervisors
Management
Other (Specify)

Occasional

Frequent

[X]

[]

[]

[]

[]

[]

[]

[]

19. WORKING CONDITION

Normal Working Condition
Field Work
Field Trips
Exposed to Varied Weather
Others (Specify)

[X]

[]

[]

[]

[]

20. I CERTIFY that the above answers are accurate and complete.

Nov. 4, 2015

Date

Signature of Employee

21. Describe briefly the general function of the Unit or Section.

To serve as a laboratory school of the College of Teacher Education

22. Describe briefly the general function of the position.

To teach students with the right knowledge and values

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: Masteral degree in the field of specialization

Experience:

23b. Licenses or certificates required to do this work, if any.

24. I HEREBY CERTIFY that the above answers are accurate and complete.

Date

Signature and Title of Immediate Supervisor

ROSARIO P. ABELA

25. APPROVED:

Date

Signature and Title of Head of Agency

EDUARDO E. TULIN