

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE GUARTE JACQUELINE MENDOZA (Family Name) (Given Name) (Middle Name)
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University		3. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY
4. DEPT./BRANCH/DIVISION Department of Mathematics, Physics & Statistics		5. WORK STATION/PLACE OF WORK VISAYAS STATE UNIVERSITY
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. APRO III-4-2011 ACT/ BOARD RES/ ORD. NO. ITEM NO. APRO 3-4-2011	7a. SALARY P.A.: P422,628.00 7b. OTHER COMPENSATION: 24,000
8. OFFICIAL DESIGNATION OF POSITION Assoc. Professor III		9. WORKING PROPOSED TITLE Assoc. Professor III
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)
12. FOR LOCAL GOVERNMENT POSITION, CLER GOVERNMENT UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] <div style="display: flex; justify-content: space-around;"> 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div>		
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.	
00%		

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.

Books, chalk, eraser, handouts, calculator, computer etc.

18. CONTRACT

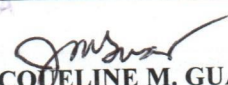
	Occasional	Equipment
General Public	[]	[/]
Other Agencies	[/]	[]
Supervisors	[]	[/]
Management	[/]	[]
Other (Specify)	[]	[]

19. WORKING CONDITION

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

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

Date


JACQUELINE M. GUARTE
Signature of Employee

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

To conduct research, instruction and extension.

22. Describe briefly the general function of the position.

To conduct research, instruction and extension.

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)

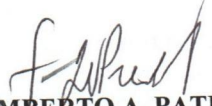
Education: Relevant Masteral Degree

Experience: 2 years of relevant experience.

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

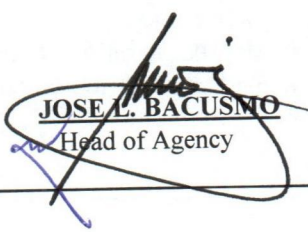
24. I HEREBY CERTIFY that the above answers are accurate and complete.

11 / 18 / 11
Date


REMBERTO A. PATINDOL
Signature and Title of Immediate Supervisor

25. APPROVED:

Date


JOSE L. BACUSMO
Head of Agency