

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE QUEVEDO, ELIZABETH S. (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE  Department of Pure & Applied Chemistry	
4. DEPT./BRANCH/DIVISION Department of Pure & Applied chemistry		5. WORK STATION/PLACE OF WORK  VSU, Visca, Baybay, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: <b>P181,428.00</b>  7b. OTHER COMPENSATION:	
8. OFFICIAL DESIGNATION OF POSITION  INSTRUCTOR		9. WORKING PROPOSED TITLE INSTRUCTOR	
10. WAPCO CLASSIFICATION OF THIS POSITION  INSTRUCTOR		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [ ] CITY [ ] 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			
1. 90% Teaches general and major chemistry subjects. 2. 5% Acts as academic adviser of chemistry students. 3. 5% Performs other duties that may be assigned by the department head.			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">Head, DoPAC</p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">CAS 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) <p style="text-align: center;">NA</p>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p style="text-align: center;">Computer, laptop, DLP, OHP, balance, glasswares, etc.</p>																													
18. CONTACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[ <input checked="" type="checkbox"/> ]</td> <td style="text-align: center;">[    ]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[ <input checked="" type="checkbox"/> ]</td> <td style="text-align: center;">[    ]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[    ]</td> <td style="text-align: center;">[ <input checked="" type="checkbox"/> ]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[    ]</td> <td style="text-align: center;">[ <input checked="" type="checkbox"/> ]</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	[ <input checked="" type="checkbox"/> ]	[    ]	Other Agencies	[ <input checked="" type="checkbox"/> ]	[    ]	Supervisors	[    ]	[ <input checked="" type="checkbox"/> ]	Management	[    ]	[ <input checked="" type="checkbox"/> ]	Other (Specify)	[    ]	[    ]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[ <input checked="" type="checkbox"/> ]</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	[ <input checked="" type="checkbox"/> ]	Field Work	[    ]	Field Trips	[    ]	Exposed to Varied Weather	[    ]	Others (Specify)	[    ]
	Occasional	Frequent																											
General Public	[ <input checked="" type="checkbox"/> ]	[    ]																											
Other Agencies	[ <input checked="" type="checkbox"/> ]	[    ]																											
Supervisors	[    ]	[ <input checked="" type="checkbox"/> ]																											
Management	[    ]	[ <input checked="" type="checkbox"/> ]																											
Other (Specify)	[    ]	[    ]																											
Normal Working Condition	[ <input checked="" type="checkbox"/> ]																												
Field Work	[    ]																												
Field Trips	[    ]																												
Exposed to Varied Weather	[    ]																												
Others (Specify)	[    ]																												
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <p>October 21, 2009</p> <p>_____</p> <p>Date</p> </div> <div style="text-align: center;"> <p><i>Elizabeth S. Quevedo</i></p> <p>ELIZABETH S. QUEVEDO</p> <p>_____</p> <p>Signature of Employee</p> </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <p style="margin-top: 10px;">Instruction, research &amp; Extension</p>																													
22. Describe briefly the general function of the position. <p style="margin-top: 10px;">To teach general and major chemistry courses</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). <p style="margin-top: 10px;">Education: B.S. degree in the area of specialization -</p> <p style="margin-top: 5px;">Experience:</p>																													
23b. Licenses or certificates required to do this work, if any. <p style="margin-top: 10px;">NA</p>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <p>October , 2009</p> <p>_____</p> <p>Date</p> </div> <div style="text-align: center;"> <p><i>Can delario L. Calibo</i></p> <p>CANDELARIO L. CALIBO, Head, DoPAC</p> <p>_____</p> <p>Signature and Title of Immediate Supervisor</p> </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <p>_____</p> <p>Date</p> </div> <div style="text-align: center;"> <p><i>Jose L. Bacusmo</i></p> <p>JOSE L. BACUSMO, President</p> <p>_____</p> <p>Head of Agency</p> </div> </div>																													