

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE GALAMBAO, Marciana B. _____ (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 PURE & APPLIED CHEMISTRY		5. WORK STATION/PLACE OF WORK Department of Pure & Applied Chemistry	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	
7a. SALARY P.A.: P		7b. OTHER COMPENSATION: ACA/PERA P2,000	
8. OFFICIAL DESIGNATION OF POSITION INSTRUCTOR I		9. WORKING PROPOSED TITLE INSTRUCTOR I	
10. WAPCO CLASSIFICATION OF THIS POSITION INSTRUCTOR I		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;"> 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach 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 b) conducts examination(mid/final/hour /quizzes) c) checks test papers and return 1 week after exam d) submits grade sheet and turn over class records 2 weeks after final examination 2.5% 2. Member in different committees & participates in co-curricular activities 10% 3. Conducts research. 2.5% 4. Performs other administrative functions assigned by the higher authority. 100%			

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14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Dean, CAS
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. Computer, DLP, OHP, glasswares, balances, etc	
18. CONTRACT	19. WORKING CONDITION
General Public	Normal Working Condition []
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. June 14, 2016 Date MARCIANA B. GALAMBAO Signature of Employee	
21. Describe briefly the general function of the Unit or Section. Instruction, Research & Extension	
22. Describe briefly the general function of the position. To teach general and major chemistry subjects	
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. NA	
24. I HEREBY CERTIFY that the above answers are accurate and complete. June 17, 2016 Date CANDELARIO L. CALIBO Signature and Title of Immediate Supervisor	
25. APPROVED: EDGARDO E. TULIN, President, VSU Date Head of Agency	