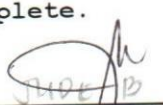
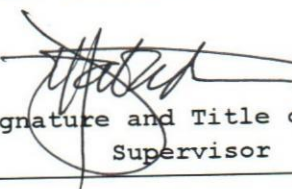
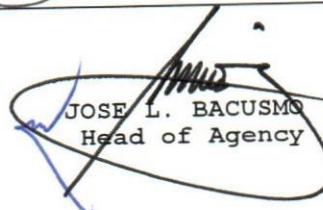


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>ROLA</span> <span>JUDE</span> <span>BULAWAN</span> </div> <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 2px;"> <span>(Family Name)</span> <span>(Given Name)</span> <span>(Middle Name)</span> </div>	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION PCS T		5. WORK STATION/PLACE OF WORK PCS T	
<div style="display: flex;"> <div style="flex: 1;">           6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.         </div> <div style="flex: 1;">           6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.         </div> </div>		7a. SALARY P.A.:  7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Instructor I ASSISTANT PROF I		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>MUNICIPALITY [ ]</span> <span>CITY [ ]</span> <span>PROVINCE [ ]</span> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <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:			
<div style="text-align: center; margin-bottom: 20px;">             D U T I E S           </div> <div style="margin-bottom: 20px;">             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.           </div> <div style="margin-bottom: 20px;">             5% 2. Member in different committees.           </div> <div style="margin-bottom: 20px;">             5% 3. Participate in the co-curricular activities.           </div> <div style="margin-bottom: 20px;">             5% 4. Perform other functions assigned by the Department Head.           </div> <div style="display: flex; justify-content: space-between;"> <span>100%</span> </div>			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <div style="text-align: center;">DEPARTMENT HEAD</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  <div style="text-align: center;">DEAN</div>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)  <div style="text-align: center;">STUDENTS</div>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  <div style="text-align: center;">COMPUTER, WHITEBOARD PEN AND ERASER</div>																													
18. CONTRACT  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">Occasional</th> <th style="width: 20%; text-align: center;">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;"> <div style="width: 45%; text-align: center;"> <u>5/11/12</u> Date         </div> <div style="width: 45%; text-align: center;">   <u>JOSE L. BACUSMO</u> Signature of Employee         </div> </div>																													
21. Describe briefly the general function of the Unit or Section.  <div style="height: 40px;"></div>																													
22. Describe briefly the general function of the position.  <div style="text-align: center;">Instruction</div>																													
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: <u>B.S. degree in the area of specialization</u>  Experience:																													
23b. Licenses or certificates required to do this work, if any.  <div style="height: 40px;"></div>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"> <u>                    </u> Date         </div> <div style="width: 45%; text-align: center;">             Signature and Title of Immediate Supervisor         </div> </div>																													
25. APPROVED:  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"> <u>                    </u> Date         </div> <div style="width: 45%; text-align: center;">   <u>JOSE L. BACUSMO</u> Head of Agency         </div> </div>																													