


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <b>LINA EUSEBIO JR. RUIZ</b> <small>(Family Name) (Given Name) (Middle Name)</small>
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  <b>Visayas State University</b>		3. BUREAU OR OFFICE  <b>VISAYAS STATE UNIVERSITY</b>
4. DEPT./BRANCH/DIVISION  <b>DMPS, VSU</b>		5. WORK STATION/PLACE OF WORK  <b>VISAYAS STATE UNIVERSITY</b>
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. <i>LS</i>	7a. SALARY P.A.: <i>₱147,408</i>  7b. OTHER COMPENSATION:
8. OFFICIAL DESIGNATION OF POSITION  <b>Instructor I</b>		9. WORKING PROPOSED TITLE  <b>Instructor I</b>
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE <small>(leave blank)</small>
12. FOR LOCAL GOVERNMENT POSITION, CLER GOVERNMENT UNIT AND UNIT'S CLASS MUNICIPALITY [ ]                      CITY [ ]                      PROVINCE [ ]		
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	D U T I E S	
80%  20%	Teaches mathematics courses Does related works.           	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center; margin-top: 10px;">DEPARTMENT HEAD</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center; margin-top: 10px;">COLLEGE 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)																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="text-align: center; margin-top: 5px;"><b>Books, chalk, eraser, handouts, calculator, computer etc.</b></div>																													
18. CONTRACT <table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: center;">Occasional</td> <td style="text-align: center;">Equipment</td> </tr> <tr> <td>General Public</td> <td style="text-align: center;">[ ]</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> </table>		Occasional	Equipment	General Public	[ ]	[ / ]	Other Agencies	[ / ]	[ ]	Supervisors	[ ]	[ / ]	Management	[ / ]	[ ]	Other (Specify)	[ ]	[ ]	19. WORKING CONDITION <table style="width: 100%; border: none;"> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[ / ]</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> </table>	Normal Working Condition	[ / ]	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; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> <u>June 11, 2008</u>            Date         </div> <div style="width: 45%; text-align: center;">   <u>EUSEBIO R. LINA JR.</u>            Signature of Employee         </div> </div>																													
21. Describe briefly the general function of the Unit or Section <div style="text-align: center; margin-top: 5px;"><b>To conduct research, instruction and extension.</b></div>																													
22. Describe briefly the general function of the position. <div style="text-align: center; margin-top: 5px;"><b>To conduct research, instruction and extension.</b></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 position) <div style="margin-top: 20px;">           Education: Bachelor of Secondary Education major in Math              Experience:         </div>																													
23b. Licenses or certificates required to do this work, if any.																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;">           _____            Date         </div> <div style="width: 45%; text-align: center;">   <u>REMBERTO A. PATINDOL</u>            Signature and Title of Immediate Supervisor         </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;">           _____            Date         </div> <div style="width: 45%; text-align: center;">   <u>JOSE L. BACUSMO</u>            Head of Agency         </div> </div>																													