
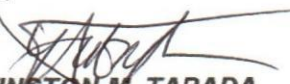
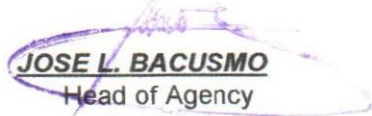


<b>REPUBLIC OF THE PHILIPPINES</b> BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <b>ROLA , JUDE BULAWAN</b> <small>(Family Name) (Given Name) (Middle Name)</small>	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <b>VISAYAS STATE UNIVERSITY</b>		3. BUREAU OR OFFICE <b>VSU</b>	
4. DEPT./BRANCH/DIVISION <b>Department of Computer Science and Technology</b>		5. WORK STATION/PLACE OF WORK <b>VSU, Visca, Baybay, Leyte</b>	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO.	7a. SALARY P.A.: <b>P</b>	
		7b. OTHER COMPENSATION: <b>None</b>	
8. OFFICIAL DESIGNATION OF POSITION <b>Instructor I</b>		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE <small>(leave blank)</small>	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [ ] CITY [ ] PROVINCE [ ]			
<div style="display: flex; justify-content: space-around;"> <div>1st [ ]</div> <div>2nd [ ]</div> <div>3rd [ ]</div> <div>4th [ ]</div> <div>5th [ ]</div> <div>6th [ ]</div> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time :			
<b>DUTIES</b>			
75%	<b>Teach Computer Science Subjects.</b>		
25%	<b>Performs other function assigned by the immediate supervisor.</b>		
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <p style="text-align: center;"><b>Department Head</b></p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  <p style="text-align: center;"><b>College Dean</b></p>																		
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.  <p style="text-align: center;"><b>Computer units, printer, etc.</b></p>																			
18. CONTACT  <table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <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>Others (Specify)</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[ ]	[ ]	Other Agencies	[ ]	[ ]	Supervisors	[ ]	[ ]	Management	[ ]	[ ]	Others (Specify)	[ ]	[ ]	19. WORKING CONDITION Normal Working Condition [x] Field work [ ] Field Trips [ ] Exposed to Varied Weather Other's (Specify) [ ]
	Occasional	Frequent																	
General Public	[ ]	[ ]																	
Other Agencies	[ ]	[ ]																	
Supervisors	[ ]	[ ]																	
Management	[ ]	[ ]																	
Others (Specify)	[ ]	[ ]																	
20. I CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>October 13, 2009</u> Date         </div> <div style="text-align: center;">   <b>JUDE B. ROLA</b>            Signature of Employee         </div> </div>																			
21. Describe briefly the general function of the Unit or Section. <p style="text-align: center;"><b>To teach Computer Science subjects.</b></p>																			
22. Describe briefly the general function of the position. <p style="text-align: center;"><b>To teach Computer Science subjects.</b></p>																			
23.a 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: <b>MS in Information Technology / BS in Computer Engineering</b> Experience: <b>Teaching</b>																			
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;"> <div style="text-align: center;"> <u>October 13, 2009</u> Date         </div> <div style="text-align: center;">   <b>WINSTON M. TABADA</b>            Signature and Title of Immediate Supervisor         </div> </div>																			
25. APPROVED  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">           _____ Date         </div> <div style="text-align: center;">   <b>JOSE L. BACUSMO</b>            Head of Agency         </div> </div>																			