

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)	1. NAME OF EMPLOYEE <u>LIMBO</u> <u>CHARS</u> <u>BUTLI</u> (Family Name) (Given Name) (Middle Name)									
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte	3. BUREAU OR OFFICE Visayas State University									
4. DEPT./BRANCH/DIVISION Vsu Laboratory High School	5. WORK STATION/PLACE OF WORK Visca, Baybay City, Leyte									
6a. PRES. APPRO. 6b. PREV. APPRO ACT/ ACT/ BOARD RES/ BOARD RES/ ORD. NO. ORD. NO. ITEM NO. ITEM NO. <u>LS</u>	7a. SALARY P.A.: <u>P 181,428.00</u> 7b. OTHER COMPENSATION: <u>P 24,000.00</u>									
8. OFFICIAL DESIGNATION OF POSITION Instructor 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 <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">MUNICIPALITY []</td> <td style="text-align: center;">CITY []</td> <td style="text-align: center;">PROVINCE []</td> </tr> <tr> <td style="text-align: center;">1st []</td> <td style="text-align: center;">2nd []</td> <td style="text-align: center;">3rd []</td> </tr> <tr> <td style="text-align: center;">4th []</td> <td style="text-align: center;">5th []</td> <td style="text-align: center;">6th []</td> </tr> </table>		MUNICIPALITY []	CITY []	PROVINCE []	1st []	2nd []	3rd []	4th []	5th []	6th []
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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										
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. 5% 2. Member in different committees. 5% 3. Participate in the co-curricular activities. 5% 4. Perform other functions assigned by the Department Head. 100%										

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Principal		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR College Dean			
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. calculator, pens, etc.					
18. CONTRACT <table style="width:100%; border: none;"> <tr> <td style="width:50%; vertical-align: top;"> General Public ☐ Other Agencies ☐ Supervisors ☐ Management ☐ Other (Specify) </td> <td style="width:50%; vertical-align: top;"> Occasional ☐ Frequent ☒ </td> </tr> </table>				General Public ☐ Other Agencies ☐ Supervisors ☐ Management ☐ Other (Specify)	Occasional ☐ Frequent ☒
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19. WORKING CONDITION <table style="width:100%; border: none;"> <tr> <td style="width:50%; vertical-align: top;"> Normal Working Condition ☒ Field Work ☐ Field Trips ☐ Exposed to Varied Weather ☐ Others (Specify) </td> <td style="width:50%; vertical-align: top;"> [] [] [] [] [] </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. Date <u>June 28, 2010</u> Signature of Employee					
21. Describe briefly the general function of the Unit or Section. To provide instruction, research & extension services.					
22. Describe briefly the general function of the position. Instruction, research & extension services.					
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: B. S. degree in the area of specialization. Experience:					
23b. Licenses or certificates required to do this work, if any.					
24. I HEREBY CERTIFY that the above answers are accurate and complete.					
Date <u>July 01, 2010</u> Signature and Title of Immediate Supervisor ROLANDO H. ARRIOLA		APPROVED: JOSE L. BACUSMO Head of Agency			

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