

REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE		
BC-CSC Form No. 1 (Position Description Form)		UMBO	CHARL	DOVE
		(Family Name)	(Given Name)	(Middle Name)
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VSU - LHK		
4. DEPT./BRANCH/DIVISION Visayas State University - Lab. High School		5. WORK STATION/PLACE OF WORK VSU, Vicks, Baybay, Leyte		
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. 15	7a. SALARY P.A.: P 20,712.00		
		7b. OTHER COMPENSATION PERA/ACA P 24.00		
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				
MUNICIPALITY [ ]		CITY [ ]		PROVINCE [ ]
1st [ ] 2nd [ ]		4th [ ] 5th [ ]		6th [ ]
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.				
Percent of Working Time : DUTIES				
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 gradesheet 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%				



DEAN, College of Education

NOVE

calculator, pens, instructional materials, etc.

Other's (Specify) [ ]

Signature of Employee

To provide instruction, research & extension services.

Instruction.

**Experience:**

JOSE L. BACUS  
Head of Agency