

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE DESADES, CHRISTY MIÑOZA (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. 6b. PREV. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.		7a. SALARY P.A.: ₱ 219,996.00 7b. OTHER COMPENSATION: P 24,000.00	
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 [ ] 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%			



<b>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  <p style="text-align: center; font-size: 1.2em;">PRINCIPAL</p>	<b>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  <p style="text-align: center; font-size: 1.2em;">DEAN</p>																												
<b>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE</b> (if more than (7), list only by their item nos. and titles)																													
<b>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</b>  <p style="text-align: center; font-size: 1.2em;">computer, printer, etc</p>																													
<b>18. CONTRACT</b> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="text-align: center; border-bottom: 1px solid black;">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)	[ ]	[ ]	<b>19. WORKING CONDITION</b> <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)	[ ]
	Occasional	Frequent																											
General Public	[ X ]	[ ]																											
Other Agencies	[ ]	[ ]																											
Supervisors	[ ]	[ ]																											
Management	[ ]	[ ]																											
Other (Specify)	[ ]	[ ]																											
Normal Working Condition	[ X ]																												
Field Work	[ ]																												
Field Trips	[ ]																												
Exposed to Varied Weather	[ ]																												
Others (Specify)	[ ]																												
<b>20. I CERTIFY that the above answers are accurate and complete.</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center; font-size: 1.2em;">10/19/11</p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="text-align: center; font-size: 1.2em;"><i>Exequiel</i></p> <p style="text-align: center; font-size: 1.2em;">CHRISTY M. DESADES</p> <p style="text-align: center;">Signature of Employee</p> </div> </div>																													
<b>21. Describe briefly the general function of the Unit or Section.</b> <p style="font-size: 1.1em;">Teaching Science Subjects (Biology I and Biology II Subjects)          Asst. Adviser Math &amp; Science Society    Asst. CAT Commandant          Asst. Research Coordinator                      Adviser, Junior Organization</p>																													
<b>22. Describe briefly the general function of the position.</b> <p style="font-size: 1.1em;">Teaching Science Subjects to 3rd Year and 2nd Year students          Act as Adviser and Asst. Adviser in Math &amp; Science Society, Junior Organization</p>																													
<b>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).</b>  <p>Education: <span style="font-size: 1.1em;">A.S. degree in the area of specialization</span></p> <p>Experience:</p>																													
<b>23b. Licenses or certificates required to do this work, if any.</b>  <p style="font-size: 1.1em;">Licensure Examination For Teachers</p>																													
<b>24. I HEREBY CERTIFY that the above answers are accurate and complete.</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center; border-top: 1px solid black; margin-top: 20px;">Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="text-align: center; font-size: 1.2em;"><i>[Signature]</i></p> <p style="text-align: center; font-size: 1.2em;">ROLANDO H. ARPILLEDA</p> <p style="text-align: center;">Signature and Title of Immediate Supervisor</p> </div> </div>																													
<b>25. APPROVED:</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center; border-top: 1px solid black; margin-top: 20px;">Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="text-align: center; font-size: 1.2em;"><i>[Signature]</i></p> <p style="text-align: center; font-size: 1.2em;">JOSE L. BACUSMO</p> <p style="text-align: center;">Head of Agency</p> </div> </div>																													