

| REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form) | | 1. NAME OF EMPLOYEE (Family Name) (Given Name) (Middle Name) | |
|---|--|---|--|
| 2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY | | 3. BUREAU OR OFFICE VSU | |
| 4. DEPT./BRANCH/DIVISION | | 5. WORK STATION/PLACE OF WORK VSU | |
| 6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. | 6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. 65 | 7a. SALARY P.A.: P 200,712.00 | |
| 8. OFFICIAL DESIGNATION OF POSITION | | 7b. OTHER COMPENSATION PERA/ACA P 24,000 | |
| 10. WAPCO CLASSIFICATION OF THIS POSITION | | 9. WORKING PROPOSED TITLE | |
| 12. FOR LOCAL GOVERNMENT POSITION; CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] | | 11. OCCUPATION GROUP TITLE (leave blank) | |
| 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 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% | | | |

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|--|---|-------------------------------------|----------|----------------|--------------------------|-------------------------------------|----------------|-------------------------------------|--------------------------|-------------|--------------------------|-------------------------------------|------------|-------------------------------------|--------------------------|------------------|--------------------------|--------------------------|--|--------------------------|-------------------------------------|------------|--------------------------|-------------|--------------------------|---------------------------|--|-------------------|--------------------------|
| 14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="font-size: 1.2em; margin: 0;">Dr. Rolando H. Arpilleda (Principal)</p> | 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="font-size: 1.2em; margin: 0;">Dean of Teacher Education</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="margin: 0;">instructional materials, etc.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18. CONTACT <table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: center;">Occasional</td> <td style="text-align: center;">Frequent</td> </tr> <tr> <td>General Public</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> | | Occasional | Frequent | General Public | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Other Agencies | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Supervisors | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Management | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Others (Specify) | <input type="checkbox"/> | <input type="checkbox"/> | 19. WORKING CONDITION <table style="width: 100%; border: none;"> <tr> <td>Normal Working Condition</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Field work</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Exposed to Varied Weather</td> <td></td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> | Normal Working Condition | <input checked="" type="checkbox"/> | Field work | <input type="checkbox"/> | Field Trips | <input type="checkbox"/> | Exposed to Varied Weather | | Other's (Specify) | <input type="checkbox"/> |
| | Occasional | Frequent | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| General Public | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other Agencies | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Supervisors | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Management | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Others (Specify) | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Normal Working Condition | <input checked="" type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Field work | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Field Trips | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Exposed to Varied Weather | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other's (Specify) | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <p style="margin: 0;"><u>03/26/2011</u></p> <p style="margin: 0;">Date</p> </div> <div style="text-align: center;"> <p style="margin: 0;">Signature of Employee</p> </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21. Describe briefly the general function of the Unit or Section. <p style="margin: 0;">To provide instruction, research & extension services.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22. Describe briefly the general function of the position. <p style="margin: 0;">Instruction.</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). <p style="margin: 0;">Education: B. S. degree in the area of specialization.</p> <p style="margin: 0;">Experience:</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23. b. Licenses or certificates required to do this work, | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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="text-align: center;"> <p style="margin: 0;">_____ Date</p> </div> <div style="text-align: center;"> <p style="margin: 0;">ROLANDO H. ARPILLEDA</p> <p style="margin: 0;">Signature and Title of Immediate Supervisor</p> </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25. APPROVED <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <p style="margin: 0;">_____ Date</p> </div> <div style="text-align: center;"> <p style="margin: 0;">JOSE L. BACUSMO</p> <p style="margin: 0;">Head of Agency</p> </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |