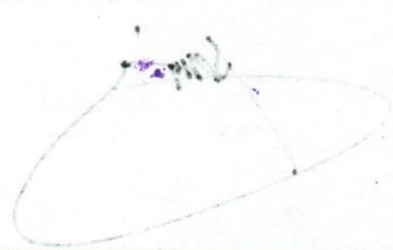


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between;"> ESTILLORE (Family Name) CHALYN (Given Name) GAUPO (Middle Name) </div>	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION <div style="text-align: center;">DCHM</div>		5. WORK STATION/PLACE OF WORK	
<div style="display: flex;"> <div style="flex: 1;"> 6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. </div> <div style="flex: 1;"> 6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. <div style="text-align: center;">USCARM-INST-1-5-2009</div> </div> </div>		7a. SALARY P.A.: P 279,280 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION <div style="text-align: center;">INSTRUCTOR 1</div>		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 [] <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 attached additional sheets.			
Percent of Working Time: D U T I E S			
<div style="margin-bottom: 10px;"> 85% 1. Teaches assigned subject and performs other teaching related functions, among others the following: <ul style="list-style-type: none"> 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. </div> <div style="margin-bottom: 10px;"> 5% 2. Member in different committees. </div> <div style="margin-bottom: 10px;"> 5% 3. Participate in the co-curricular activities. </div> <div style="margin-bottom: 10px;"> 5% 4. Perform other functions assigned by the Department Head. </div> <div style="display: flex; justify-content: space-between;"> 100% USCARM-INST-1-5-2009 </div> <div style="text-align: center; margin-top: 50px;">  </div>			

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645 6080 6/23

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div>DEPARTMENT HEAD</div>		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div>COLLEGE DEAN</div>	
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) <div>STUDENTS ONLY</div>			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div>OFFICE EQUIPMENTS AND LABORATORY TOOLS AND EQUIPMENTS</div>			
18. CONTRACT		19. WORKING CONDITION	
<div>General Public</div> <div>Other Agencies</div> <div>Supervisors</div> <div>Management</div> <div>Other (Specify)</div>		<div>Occasional</div> <div>Frequent</div> <div>Normal Working Condition</div> <div>Field Work</div> <div>Field Trips</div> <div>Exposed to Varied Weather</div> <div>Others (Specify)</div>	
<div>[X]</div> <div>[]</div> <div>[]</div> <div>[]</div> <div>[]</div>		<div>[]</div> <div>[X]</div> <div>[X]</div> <div>[X]</div> <div>[X]</div> <div>[]</div>	
20. I CERTIFY that the above answers are accurate and complete. <div>JUNE 02, 2015</div> <div>Date</div> <div>Castillo</div> <div>Signature of Employee</div>			
21. Describe briefly the general function of the Unit or Section. <div>To provide instruction, research & extension services.</div>			
22. Describe briefly the general function of the position. <div>Instruction.</div>			
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). <div>Education: Masteral degree in the field of specialization.</div> <div>Experience:</div>			
23b. Licenses or certificates required to do this work, if any.			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div>Date</div> <div>NANCY V. DUMAGUING</div> <div>Dept. Head</div> <div>Signature and Title of Immediate Supervisor</div>			
25. APPROVED: <div>Date</div> <div>JOSE L. BACUSMO</div> <div>Head of Agency</div>			