

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE VALENZONA JORGE SANTONIA (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University		3. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY	
4. DEPT./BRANCH/DIVISION DMPS, VSU		5. WORK STATION/PLACE OF WORK VISAYAS STATE UNIVERSITY	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		7a. SALARY P.A.: P 162,144.00	
6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. LS		7b. OTHER COMPENSATION:	
8. OFFICIAL DESIGNATION OF POSITION Instructor I		9. WORKING PROPOSED TITLE Instructor I	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CLER GOVERNMENT 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	
80% 20%		Teaches mathematics and statistics courses Does related works.	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head	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 titles)																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Books, chalk, eraser, handouts, calculator, computer etc.																													
18. CONTRACT <table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: center;">Occasional</td> <td style="text-align: center;">Equipment</td> </tr> <tr> <td>General Public</td> <td style="text-align: center;">[/]</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> </table>		Occasional	Equipment	General Public	[/]	[/]	Other Agencies	[/]	[/]	Supervisors	[/]	[/]	Management	[/]	[/]	Other (Specify)	[/]	[/]	19. WORKING CONDITION <table style="width: 100%; border: none;"> <tr> <td style="text-align: right;">Normal Working Condition</td> <td style="text-align: center;">[/]</td> </tr> <tr> <td style="text-align: right;">Field Work</td> <td style="text-align: center;">[/]</td> </tr> <tr> <td style="text-align: right;">Field Trips</td> <td style="text-align: center;">[/]</td> </tr> <tr> <td style="text-align: right;">Exposed to Varied Weather</td> <td style="text-align: center;">[/]</td> </tr> <tr> <td style="text-align: right;">Others (Specify)</td> <td style="text-align: center;">[/]</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. June 1, 2009 Date JORGE S. VALENZONA Signature of Employee																													
21. Describe briefly the general function of the Unit or Section To conduct research, instruction and extension.																													
22. Describe briefly the general function of the position. To conduct research, instruction and extension.																													
23a. Indicate the required qualifications by years and kind of education considered in filling up a vacancy for position. (Keep the position in mind rather than the qualifications of the present incumbent. This item should be for all position) 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 REMBERTO A. PATINDOL Signature and Title of Immediate Supervisor																													
25. APPROVED: _____ Date JOSE L. BACUSMO Head of Agency																													