

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE YCONG      HELMAR      GONTIÑAS (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 DEPARTMENT OF TEACHER EDUCATION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO.      6b. PREV. APPRO. ACT/      ACT/ BOARD RES/      BOARD RES/ ORD. NO.      ORD. NO. ITEM NO.      ITEM NO.		7a. SALARY P.A.: 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%			



14. POSITION TITLE OF IMMEDIATE SUPERVISOR

HEAD, DEPARTMENT OF TEACHER EDUCATION

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

VICE PRESIDENT FOR INSTRUCTION

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)

None

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

LCD Projector, Net book, Laptop, Television

18. CONTRACT

Occasional Frequent

General Public  
Other Agencies  
Supervisors  
Management  
Other (Specify)

[X]  
[ ]  
[ ]  
[ ]  
[ ]

19. WORKING CONDITION

Normal Working Condition  
Field Work  
Field Trips  
Exposed to Varied Weather  
Others (Specify)

[X]  
[ ]  
[ ]  
[ ]  
[ ]

20. I CERTIFY that the above answers are accurate and complete.

October 5, 2016  
Date

HELMAR G. YONG  
Signature of Employee

21. Describe briefly the general function of the Unit or Section.

TEACHING

22. Describe briefly the general function of the position.

TEACHING

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).

Education: MASTER IN EDUCATION major in MATHEMATICS

Experience: 3 years

23b. Licenses or certificates required to do this work, if any.

LICENSE EXAMINATION FOR TEACHERS (LET)

24. I HEREBY CERTIFY that the above answers are accurate and complete.

Oct. 5, 2016  
Date

LIVUERA J. CUADRA  
Signature and Title of Immediate Supervisor

25. APPROVED:

Oct. 5, 2016  
Date

EDGARDO E. TULIN  
Head of Agency