

| | | | |
|--|--|---|--|
| REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form) | | 1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between;"> TABADA WINSTON MEMBREBE </div> <div style="display: flex; justify-content: space-between; font-size: small;"> (Family Name) (Given Name) (Middle Name) </div> | |
| 2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte | | 3. BUREAU OR OFFICE | |
| 4. DEPT./BRANCH/DIVISION Dept. of Computer Science & Technology | | 5. WORK STATION/PLACE OF WORK VISCA, Baybay City, Leyte | |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> 6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. </div> <div style="width: 45%;"> 6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. VISAB-PROF3-7-2014 </div> </div> | | 7a. SALARY P.A.: P 696,336.00 7b. OTHER COMPENSATION: P 24,000.00 | |
| 8. OFFICIAL DESIGNATION OF POSITION PROFESSOR I | | 9. WORKING PROPOSED TITLE PROFESSOR III | |
| 10. WAPCO CLASSIFICATION OF THIS POSITION | | 11. OCCUPATION GROUP TITLE (leave blank) | |
| 12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-between;"> <div>MUNICIPALITY []</div> <div>CITY []</div> <div>PROVINCE []</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <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: 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="margin-bottom: 10px;"> 100% </div> <div style="text-align: center; margin-top: 50px;"> </div> | | | |

177

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
Dean

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
University President

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.
computer, printer, etc.

18. CONTRACT

| | Occasional | Frequent |
|-----------------|------------|----------|
| General Public | [X] | [] |
| Other Agencies | [] | [] |
| Supervisors | [] | [] |
| Management | [] | [] |
| Other (Specify) | [] | [] |

19. WORKING CONDITION

| | |
|---------------------------|-------|
| Normal Working Condition | [X] |
| Field Work | [] |
| Field Trips | [] |
| Exposed to Varied Weather | [] |
| Others (Specify) | [] |

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

Dec. 8, 2014
Date

[Signature]
Signature of Employee

21. Describe briefly the general function of the Unit or Section.
To provide instruction, research & extension service

22. Describe briefly the general function of the position.
Instruction

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: *Relevant Masteral Degree*

Experience: *5 yrs. of relevant experience, 32 hrs. of relevant training*

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

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

[Signature]
Date

ROBERTO C. GARTI
Signature and Title of Immediate Supervisor

25. APPROVED:

[Signature]
Date

JOSE L. BACOSMO
Head of Agency