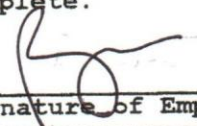
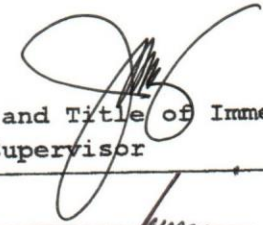
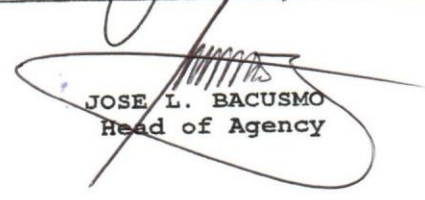


<p style="text-align: center;">REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)</p>	<p>1. NAME OF EMPLOYEE MENESES, RAZA CRECIA LASTRILLA <small>(Family Name) (Given Name) (Middle Name)</small></p>										
<p>2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte</p>	<p>3. BUREAU OR OFFICE COLLEGE OF NURSING</p>										
<p>4. DEPT./BRANCH/DIVISION COLLEGE OF NURSING</p>	<p>5. WORK STATION/PLACE OF WORK VSU- BAYBAY CITY, LEYTE</p>										
<p>6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. 6b. PREV. APPRO ACT/BOARD RES/ORD. NO. ITEM NO.</p>	<p>7a. SALARY P.A.: 7b. OTHER COMPENSATION: P 24,000.00</p>										
<p>8. OFFICIAL DESIGNATION OF POSITION Instructor I</p>	<p>9. WORKING PROPOSED TITLE</p>										
<p>10. WAPCO CLASSIFICATION OF THIS POSITION</p>	<p>11. OCCUPATION GROUP TITLE <small>(leave blank)</small></p>										
<p>12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">MUNICIPALITY []</td> <td style="text-align: center;">CITY []</td> <td style="text-align: center;">PROVINCE []</td> </tr> <tr> <td style="text-align: center;">1st []</td> <td style="text-align: center;">2nd []</td> <td style="text-align: center;">3rd []</td> </tr> <tr> <td style="text-align: center;">4th []</td> <td style="text-align: center;">5th []</td> <td style="text-align: center;">6th []</td> </tr> </table>		MUNICIPALITY []	CITY []	PROVINCE []	1st []	2nd []	3rd []	4th []	5th []	6th []	
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<p>13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.</p>											
<p>Percent of Working Time: D U T I E S</p>											
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14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;">Department Head</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">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)																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="text-align: center;">computer, printer, books, etc.</div>																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[X]</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> </tbody> </table>		Occasional	Frequent	General Public	[X]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[X]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
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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: Masteral degree in the area of specialization. Experience:																													
23b. Licenses or certificates required to do this work, if any.																													
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