REPUBLIC O	F THE PHILIPPINES	1. NAME OF	EMPLOYEE ,	
BC-C	SC Form No. 1			
(Position	Description Form)	TEVES	KAREN LUZ	YAP
,	1	(Family Name)	Given Name)	(Middle
		Name)		,
2. DEPARTMENT, C	ORPORATION OR	3. BUREAU O	R OFFICE	
AGENCY/LOCAL	GOVERNMENT			*
Visavas State Univ	ersity, Baybay, City, Leyte	Visavas Stat	te University	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK		
BEI I BIG I (CIT)	717151517	J. WORK DIA	THOW EACE OF V	VOICE
Donortment of Food	Science and Technology	Visco	Davibari I avita	-
6a. PRES. APPRO.			Baybay, Leyte	
The second secon	6b. PREV. APPRO	7a. SALARY P.	.A.:	
ACT/	ACT/	# OFFITTO CO.	WEST TO THE STATE OF THE STATE	
BOARD RES/	BOARD RES/S	7b.OTHERCON	MPENSATION: PE	RA/ACA
ORD. NO.	ITEM NO.			
8. OFFICIAL DESIGN	NATION OF POSITION	9. WORKING I	PROPOSED TITLE	
Assistant P	rofessor III	Professor		
10. WAPCO CLASSIF	FICATION OF THIS	11. OCCUPAT	ON GROUP TITLE	3
POSITION		(lea	ve blank)	
12. FOR LOCAL GOV	ERNMENT POSITION, CHEC	CK GOVERNMEN	TAL UNIT AND I	INITS
CLASS	,			
MUNICIPALI	TY () CT	TY [x]	PROVINC	El 1
		11[4]	THOTH) L]
	1 st 2 nd	3 rd 4 th	5 th	6 th
		1 1	1 []	г 1
13 STATEMENT OF	DUTIES AND RESPONSIBI	I ITIES (f more	chace is needed n	lease attached
additional sheets.	DOTIES AND RESIGNATION	illillis. (I more	space is necueu, p	icase attached
		DUTTER		
Percent Working		DUTIES		
Time				
0.70/				
85%	1. Teaches assigned subject as	nd performs other	teaching related fun	ictions, among
	others the following:			
	a) Prepared teaching mate	erials/guides and s	ubmit to department	head
	b) Conducts examination	(mid/final/long ho	ours/quizzes).	
	c) Checks test papers and	return 1 week after	er exam.	
	d) Submits grade sheet an	nd turn over class r	ecords to departmen	nt head two
	weeks after final exami		•	
5%	2. Member in different comm	nittees.		
5%	3. Participate in the co-curric	ular activities.		
5%	4. Participate other functions		enartment Head	
100%	·			
	1.27			

1 1 2 1 2 1					
14. POSITION/TITL	E OF IMMEDIA	ATE	15.POSITION/TITLE OF NEXT HIGHER		
SUPERVISOR			SUPERVISOR		
Department Head			College Dean		
		S. OF THOSE YOU	DIRECTLY SUPERVISE (if more than (7) list		
only by their item			(-,(-,(-,(-,(-,(-,		
	,				
None	OLUDA (E) IT. TO	201.0	1.1.		
17. MACHINEES, E	QUIPMENT, TO	JOLS, etc. used regu	larly in performance of work.		
Lanton, Comput	ter, LCD/DPL	visual aides, class re	ecord, whiteboard pen, eraser, chalk,		
			aboratory equipment and other gadgets		
18. CONTACT			19. WORKING CONDITION		
	Occasional	Frequent	Normal Working Condition [x]		
General Public	[x]	[]	Field work []		
Other Agencies	[x]	[]	Field trips []		
Supervisors		[x]	Exposed to Varied Weather []		
Management		[x]	Others (Specify) []		
Others (Specify)	ίí		(crass)		
(-1)			$(X \setminus Z)$		
20. I CERTIFY that the	he above answer	s are accurate and con	mplete		
9 JUNE 2015			KAREN LUZY. TEVES		
4301	15 2015		KAREN LÜZY. TEVES		
Ι	Date	ons of the Unit or Se	Signature of Employee		
21. Describe briefly the Performs the four	Date ne general function	of the university, in	Signature of Employee		
21. Describe briefly the Performs the four 22. Describe briefly the property of the property o	Date ne general function ne general function	of the university, inson of the position.	Signature of Employee ction. struction, research, extension and production		
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