

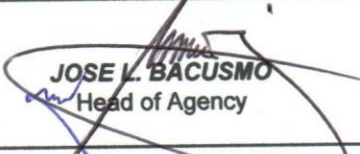


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE BALINA, FATIMA TOLIBAS (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VSU	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.		7a. SALARY P.A.: P 200,712 7b. OTHER COMPENSATION: P24,000	
6b. PREV. APPRO. ACT/ BOARD RES/ ITEM NO. ViscaB-Inst 1-1-2002		9. WORKING PROPOSED TITLE	
8. OFFICIAL DESIGNATION OF POSITION Instructor I		11. OCCUPATION GROUP TITLE (leave blank)	
10. WAPCO CLASSIFICATION OF THIS POSITION			
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 attach additional sheets.			
Percent of : Working Time : DUTIES			
85% 1. Teaches assigned subjects and performs other teaching related functions,among others are the following: a. Prepares teaching matierals/guides and submit to department head b. Conducts examination (mid/fnal/long hours/quizes) 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 diferent committees			
5% 3. Particpate in the co-curricular activites			
5% 4. Perform other functions asigned by the Departmet Head			
100%			
I HEREBY CERTIFY that the above answers are accurate and complete.			
ANTONIA CECILIA Y SANDOVAL Signature and Title of Immediate Supervisor		October 4, 2010 Date	
JOSE L. BACUSMO Head of Agency		APPROVED Date	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;"> ANTONIA CECILIA Y. SANDOVAL <i>Department Head</i> </div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;"> DOLORES L. ALCOBER <i>College Dean</i> </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. <i>pens, calculator, computer, etc.</i>																			
18. CONTACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <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>Others (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Others (Specify)	[]	[]	19. WORKING CONDITION Normal Working Condition Field work [] Field Trips [] Exposed to Varied Weather [] Other's (Specify) []
	Occasional	Frequent																	
General Public	[]	[]																	
Other Agencies	[]	[]																	
Supervisors	[]	[]																	
Management	[]	[]																	
Others (Specify)	[]	[]																	
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> October 4, 2010 Date </div> <div style="text-align: center;">  FATIMA T. BALINA Signature of Employee </div> </div>																			
21. Describe briefly the general function of the Unit or Section. To provide research, instruction and extension services																			
22. Describe briefly the general function of the position. Instruction																			
23.a 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: 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. <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"> <div style="text-align: center;"> October 4, 2010 Date </div> <div style="text-align: center;">  ANTONIA CECILIA Y SANDOVAL Signature and Title of Immediate Supervisor </div> </div>																			
25. APPROVED <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"> <div style="text-align: center;"> _____ Date </div> <div style="text-align: center;">  JOSE L. BACUSMO Head of Agency </div> </div>																			