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.4	REPUBLIC OF THE PHILIPPI	NES	1. NAME OF EMPLOYEE THE TO BUT MOIT
	BC-CSC Form No. 1		BALINA, FATIMA TOLIBAS
(Position Description Form) DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Section 1			(Family Name) (Given Name) (Middle Name)
			3. BUREAU OR OFFICE YOUR
			UZV epartment Head
	VISAYAS STATE UNIVERSITY		
DEPT./BRAN	E. (if more than (7) list	RECTLY SUPERVIS	5. WORK STATION/PLACE OF WORK
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OND. NO.	Normal Working Condition		VTACT Occasional Frequen
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	Instructor I squit blei?		er Agencies
. WAPCO CLASSIFICATION OF THIS POSITION			11. OCCUPATION GROUP TITLE
	Other's (Specify)		(leave blank)
FOR LOCA	L GOVERNMENT POSITION, CHECK G	SOVERNMENTAL UNI	
	CIPALITY []	CITY	
	1st 2nd	3rd	4th 5th 6th
	[] FATIMA J BALINA	[]	Octdbd 4, 2010 [] []
	ENT OF DUTIES AND RESPONSIBILITI ditional sheets.		
rcent of :			scribe briefly the general function of the Unit or Sc
orking Time:		DUTIES	provide research, instruction and extension service
			scribe briefly the general function of the position
	d. Submits grade sheet and turn over		dicate the required qualifications by years and kir
5% 2.		condas records to dep	artment head two weeks after final examination.
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14. POSITION TITLE OF IMMEDIATE SUPERVISOR	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
(Family Nama) (Given Name) / Midale Nnine	COPER (ACCORDING FORM)
ANTONIA CECILIA Y. SANDOVAL	DOLORES L. ALCOBER
Department Head	LOCAL GOVERNIV nead agailo3 VISAYAS STATE UNIVERSITY
 NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY only by their item nos. and titles) 	
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance pens, calculator, computer, etc.	BOARD RES/ BOARD RES/
18. CONTACT	Baselv LOV 19:TWORKING CONDITION ON GROUND Normal Working Condition
Occasional Frequent 2002	OFFICIAL DESCRIPTION OF POSITATION
Other Agencies [] [[] Supervisors STITE OF PROPERTY O	Field Trips Exposed to Varied Weather[] Other's (Specify) []
20. I CERTIFY that the above answers are accurate and complete. October 4, 2010	bris Attivos. Sala FATIMA T. BALINA Signature of Employee
21. Describe briefly the general function of the Unit or Section.	atlach additional sheets
- I i to to the standard continue	lo treore
	orking Time: DUT I
22. Describe briefly the general function of the position. Instruction gniwollof and are standard gnows, anothorus best transport of the	85% 1 Teaches assigned subjects and performs other tea
23.a Indicate the required qualifications by years and kind of educ vacancy for this position. (Keep the position in mind rather the incumbent. This item should be filled for all positions other the Education: B.S. degree in the areaof specialization	b. Conducts examination (mid/final/long hours/que conducts lest parts and primiting in benebiance notices and submitted the conduction of the series of the series and the series and the series and the series are series are series are series and the series are series
Experience: bs9H	333 4 Perform other ronducts assigned by the Department
23b. Licenses or certificates required to do this work, if any.	
24. I HEREBY CERTIFY that the above answers are accurate an	nd complete.
Ostober 4, 2040	ANTONIA CECILIA Y SANDOVAL
October 4, 2010 Date	Signature and Title of Immediate
Duit	Supervisof
25. APPROVED	Ames
	JOSE V. BACUSMO
Date	Head of Agency
	X

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