

<p style="text-align: center;">REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)</p>	<p>1. NAME OF EMPLOYEE</p> <p style="text-align: center;"> DONATRE NANCY CABINTOY <small>(Family Name) (Given Name) (Middle Name)</small> </p>																											
<p>2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT</p> <p>Visayas State University, Baybay City, Leyte</p>	<p>3. BUREAU OR OFFICE</p> <p style="text-align: center;">BAYBAY CITY</p>																											
<p>4. DEPT./BRANCH/DIVISION</p> <p style="text-align: center;">HIGH SCHOOL DEPT.</p>	<p>5. WORK STATION/PLACE OF WORK</p> <p style="text-align: center;">BAYBAY CITY</p>																											
<p>6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.</p> <p>6b. PREV. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. <i>WS</i></p>	<p>7a. SALARY P.A.: <i>P 219,996.00</i></p> <p>7b. OTHER COMPENSATION: P 24,000.00</p>																											
<p>8. OFFICIAL DESIGNATION OF POSITION</p> <p style="text-align: center;"><i>Instructor I</i></p>	<p>9. WORKING PROPOSED TITLE</p> <p style="text-align: center;"><i>INSTRUCTOR 1</i></p>																											
<p>10. WAPCO CLASSIFICATION OF THIS POSITION</p>	<p>11. OCCUPATION GROUP TITLE (leave blank)</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> <table style="width: 100%; border: none;"> <tr> <td style="width: 10%; text-align: right;">85%</td> <td style="width: 10%;">1.</td> <td>Teaches assigned subject and performs other teaching related functions, among others the following:</td> </tr> <tr> <td></td> <td style="padding-left: 20px;">a)</td> <td>Prepared teaching materials/guides and submit to department head.</td> </tr> <tr> <td></td> <td style="padding-left: 20px;">b)</td> <td>Conducts examination (mid/final/long hours/quizzes).</td> </tr> <tr> <td></td> <td style="padding-left: 20px;">c)</td> <td>Checks test papers and return 1 week after exam.</td> </tr> <tr> <td></td> <td style="padding-left: 20px;">d)</td> <td>Submits grade sheet and turn over class records to department head two weeks after final examination.</td> </tr> <tr> <td style="text-align: right;">5%</td> <td>2.</td> <td>Member in different committees.</td> </tr> <tr> <td style="text-align: right;">5%</td> <td>3.</td> <td>Participate in the co-curricular activities.</td> </tr> <tr> <td style="text-align: right;">5%</td> <td>4.</td> <td>Perform other functions assigned by the Department Head.</td> </tr> <tr> <td style="text-align: right; border-top: 1px solid black;">100%</td> <td></td> <td></td> </tr> </table>		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.	5%	2.	Member in different committees.	5%	3.	Participate in the co-curricular activities.	5%	4.	Perform other functions assigned by the Department Head.	100%		
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14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center; font-size: 1.2em; margin-top: 10px;">Department Head</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center; font-size: 1.2em; margin-top: 10px;">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) <div style="margin-top: 10px;">I- MARIGOLD , I- CARNATION , II- CHICO , II- ATIS</div>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="margin-top: 10px;">white board pen , white board , textbooks , manuals / handouts</div>																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="width: 20%; 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; margin-top: 10px;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: right;">[X]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: right;">[]</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). <div style="margin-top: 10px;">Education: B. S. degree in the area of specialization.</div> <div style="margin-top: 10px;">Experience:</div>																													
23b. Licenses or certificates required to do this work, if any. <div style="margin-top: 10px;">Licensure Examination for Teachers</div>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <u> </u> Date </div> <div style="text-align: center;"> ROLANDO H. ARPILLEDA Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <u> </u> Date </div> <div style="text-align: center;"> JOSE L. BACUSMO Head of Agency </div> </div>																													