
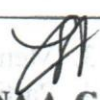
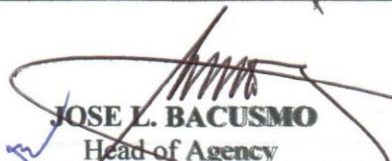


REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC Form No. 1 (Position Description Form)		BANDALAN EILEEN BULAWAN	
		(Family Name) Given Name (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		3. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY		VSU	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
Department of Food Science and Technology		VSU	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.		7a. SALARY P.A.:	
6b. PREV. APPRO ACT/ BOARD RES/S ITEM NO.		7b. OTHER COMPENSATION: PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION		9. WORKING PROPOSED TITLE	
Instructor I			
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNITS CLASS			
MUNICIPALITY [ ] CITY [x] PROVINCE [ ]			
1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup> 5 <sup>th</sup> 6 <sup>th</sup>			
[ ] [ ] [ ] [ ] [ ] [ ]			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. (f more space is needed, please attached additional sheets.			
Percent Working Time	DUTIES		
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%	3. Member in different committees.		
5%	4. Participate in the co-curricular activities.		
5%	5. Perform other functions assigned by the Department Head.		
100%			

<b>14. POSITION/TITLE OF IMMEDIATE SUPERVISOR</b>  <b>Department Head</b>	<b>15. POSITION/TITLE OF NEXT HIGHER SUPERVISOR</b>  <b>College Dean</b>																												
<b>16. NAME, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles)</b> <p style="text-align: center;">None</p>																													
<b>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</b> <b>Lapto/Computer, LCD, visual aides, whiteboard pen, eraser, chalk, gradesheets, whiteboard/chalkboard, ballpen, pencil, kitchen utensils, laboratory equipment and other gadgets</b>																													
<b>18. CONTACT</b>  <table style="width: 100%; border: none;"> <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;">[x]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[x]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[x]</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	[x]	[ ]	Other Agencies	[x]	[ ]	Supervisors	[ ]	[x]	Management	[ ]	[x]	Others (Specify)	[ ]	[ ]	<b>19. WORKING CONDITION</b>  <table style="width: 100%; border: none;"> <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)	[ ]
	Occasional	Frequent																											
General Public	[x]	[ ]																											
Other Agencies	[x]	[ ]																											
Supervisors	[ ]	[x]																											
Management	[ ]	[x]																											
Others (Specify)	[ ]	[ ]																											
Normal Working Condition	[x]																												
Field work	[ ]																												
Field trips	[ ]																												
Exposed to Varied Weather	[ ]																												
Others (Specify)	[ ]																												
<b>20. I CERTIFY that the above answers are accurate and complete</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>July 22, 2014</u> Date         </div> <div style="width: 45%; text-align: right;">   <b>EILEEN B. BANDALAN</b>            Signature of Employee         </div> </div>																													
<b>21. Describe briefly the general functions of the Unit or Section.</b>  <b>Teaches undergraduate and graduate courses for BSFT students and service course.</b>																													
<b>22. Describe briefly the general function of the position.</b>  <b>Involve in instruction, conduct research/extension and production</b>																													
<b>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.)</b>  Education: <b>Completion of MS degree</b>  Experience:																													
<b>23b. Licenses or certificates required to do this work, if any.</b>  <p style="text-align: center;">None</p>																													
<b>24. I HEREBY CERTIFY that the above answers are accurate and complete.</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>July 23, 2014</u> Date         </div> <div style="width: 45%; text-align: right;">   <b>LORINA A. GALVEZ</b>            Signature and Title of Immediate Supervisor         </div> </div>																													
<b>25. APPROVED</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">           _____ Date         </div> <div style="width: 45%; text-align: right;">   <b>JOSE L. BACUSMO</b>            Head of Agency         </div> </div>																													