

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <u>AURE</u> <u>MA. RACHEL KIM</u> <u>LOCAYON</u> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY, Baybay City, Leyte		3. BUREAU OR OFFICE VSU	
4. DEPT. / BRANCH / DIVISION Department of Teacher Education		5 WORK STATION/PLACE OF WORK VSU	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.		6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO.	
7a. SALARY P.A.		7b. OTHER COMPENSATION PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION Asst. Prof. I		9 WORKING PROPOSED TITLE Asst. Prof. I	
10. WAPCO CLASSIFICATION OF THIS POSITION		11 OCCUPATION GROUP TITLE (leave blank)	
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 subject and performs other teaching related functions, among others are 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%			

[Handwritten Signature]

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR DEAN																													
16. NAMES, TITLES, AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (If more than (7) list only by their item nos. and titles) Students																															
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computer, Printer, Overhead projector, LCD, DVD player, Component, Drawing materials,																															
18. CONTACT <table border="0"><tr><td></td><td>Occasional</td><td>Frequent</td></tr><tr><td>General Public []</td><td>[]</td><td>[]</td></tr><tr><td>Other Agencies [X]</td><td>[]</td><td>[]</td></tr><tr><td>Supervisors []</td><td>[X]</td><td>[]</td></tr><tr><td>Management []</td><td>[]</td><td>[]</td></tr><tr><td>Others (Specify []</td><td>[]</td><td>[]</td></tr></table>			Occasional	Frequent	General Public []	[]	[]	Other Agencies [X]	[]	[]	Supervisors []	[X]	[]	Management []	[]	[]	Others (Specify []	[]	[]	19. WORKING CONDITION <table border="0"><tr><td>Normal Working Condition</td><td>[X]</td></tr><tr><td>Field Work</td><td>[]</td></tr><tr><td>Field Trips</td><td>[]</td></tr><tr><td>Exposed to Varied Weather</td><td>[]</td></tr><tr><td>Other's (Specify)</td><td>[]</td></tr></table>		Normal Working Condition	[X]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Other's (Specify)	[]
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20. I CERTIFY that the above answers are accurate and complete <table border="0"><tr><td style="text-align: center;"><u>August 26, 2016</u> Date</td><td style="text-align: center;"> _____ Signature of Employee</td></tr></table>				<u>August 26, 2016</u> Date	 _____ Signature of Employee																										
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21. Describe briefly the general function of the Unit or Section. Instruction, Research and Extension work																															
22. Describe briefly the general function of the position. Teaches BEED, BSED students and students enrolling in Mathematics subjects																															
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 qualification of the present incumbent. This item should be filled for all positions other than teaching.) Education: <u>Mander</u> of Secondary Education Major in Mathematics Experience:																															
23.b. Licenses or certificates required to do this work, if any.																															
24. I HEREBY CERTIFY that the above answers are accurate and complete. <table border="0"><tr><td style="text-align: center;"><u>August 26, 2016</u> Date</td><td style="text-align: center;"><u>LIJUERAJ J. CUADRA, DEAN</u> _____ Signatue and Title of Immediate Supervisor</td></tr></table>				<u>August 26, 2016</u> Date	<u>LIJUERAJ J. CUADRA, DEAN</u> _____ Signatue and Title of Immediate Supervisor																										
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25. APPROVED <table border="0"><tr><td style="text-align: center;">_____ Date</td><td style="text-align: center;"> <u>EDGARDO E. TULIN</u> Head of Agency</td></tr></table>				_____ Date	 <u>EDGARDO E. TULIN</u> Head of Agency																										
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