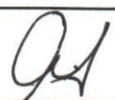




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|--|--|---|--|
| REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form) | | 1. NAME OF EMPLOYEE <u>AURE</u> <u>REV RHIZZA</u> <u>LIONG</u> (Family Name) (Given Name) (Middle Name) | |
| 2. DEPARTMENT, CORPORATION OR AGENCY LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY, Baybay, Leyte | | 3. BUREAU OR OFFICE VSU | |
| 4. DEPT. / BRANCH / DIVISION Department of Science 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 Instructor | | 9 WORKING PROPOSED TITLE Instructor 1 | |
| 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% | | | |

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|------------|----------|--------------------|-----|-----|----------------------|-----|-----|-----------------|-------|-----|----------------|-----|-----|----------------------|-----|-----|--|--------------------------|-------|------------|-----|-------------|-----|---------------------------|-----|-------------------|-----|
| 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 style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: center;">Occasional</td> <td style="text-align: center;">Frequent</td> </tr> <tr> <td>General Public []</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other Agencies [X]</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors []</td> <td style="text-align: center;">[X]</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> </table> | | Occasional | Frequent | General Public [] | [] | [] | Other Agencies [X] | [] | [] | Supervisors [] | [X] | [] | Management [] | [] | [] | Others (Specify) [] | [] | [] | 19. WORKING CONDITION <table style="width: 100%; border: none;"> <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>Other's (Specify)</td> <td style="text-align: right;">[]</td> </tr> </table> | Normal Working Condition | [X] | Field Work | [] | Field Trips | [] | Exposed to Varied Weather | [] | Other's (Specify) | [] |
| | Occasional | Frequent | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| General Public [] | [] | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other Agencies [X] | [] | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Supervisors [] | [X] | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Management [] | [] | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Others (Specify) [] | [] | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Normal Working Condition | [X] | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Field Work | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Field Trips | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Exposed to Varied Weather | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other's (Specify) | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20. I CERTIFY that the above answers are accurate and complete <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>12-Jun-13</u> Date </div> <div style="width: 45%; text-align: center;">  Signature of Employee </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 Physics and Mathematics subjects and Physical Sciences Major 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>Masteral degree in the field of specialization.</u> 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 <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>12-Jun-13</u> Date </div> <div style="width: 45%; text-align: center;">  REMBERTO A. PATINDOL, Dean Signature and Title of Immediate Supervisor </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25. APPROVED <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> _____ Date </div> <div style="width: 45%; text-align: center;">  JOSE L. BACUSMO Head of Agency </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |