

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE  <b>BONGCALES , LOUISA MARIE OBERA</b> <small>(Family Name) (Given Name) (Middle Name)</small>													
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE													
4. DEPT./BRANCH/DIVISION <b>DEPARTMENT OF TEACHER EDUCATION</b>		5. WORK STATION/PLACE OF WORK													
6a. PRES. APPRO.      6b. PREV. APPRO. ACT/                      ACT/ BOARD RES/            BOARD RES/ ORD. NO.                ORD. NO. ITEM NO.                ITEM NO.		7a. SALARY P.A.:  7b. OTHER COMPENSATION: P 24,000.00													
8. OFFICIAL DESIGNATION OF POSITION  <b>Inspector I</b>		9. WORKING PROPOSED TITLE													
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE <small>(leave blank)</small>													
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [ ]                      CITY [ ]                      PROVINCE [ ] <table style="width: 100%; margin-top: 10px;"> <tr> <td style="text-align: center;">1st</td> <td style="text-align: center;">2nd</td> <td style="text-align: center;">3rd</td> <td style="text-align: center;">4th</td> <td style="text-align: center;">5th</td> <td style="text-align: center;">6th</td> </tr> <tr> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> </table>				1st	2nd	3rd	4th	5th	6th	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
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13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.															
Percent of Working Time: <span style="float: right;">D U T I E S</span>															
<table style="width: 100%;"> <tr> <td style="width: 5%;">85%</td> <td>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.</td> </tr> <tr> <td>5%</td> <td>2. Member in different committees.</td> </tr> <tr> <td>5%</td> <td>3. Participate in the co-curricular activities.</td> </tr> <tr> <td>5%</td> <td>4. Perform other functions assigned by the Department Head.</td> </tr> <tr> <td>100%</td> <td></td> </tr> </table> <div style="text-align: center; margin-top: 50px;"> </div>				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  <p style="text-align: center;"><b>Department Head</b></p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  <p style="text-align: center;"><b>College Dean</b></p>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  <p style="text-align: center;">computer, printer, books, etc.</p>																													
18. CONTRACT  <table style="width: 100%;"> <thead> <tr> <th></th> <th style="text-align: center;"><u>Occasional</u></th> <th style="text-align: center;"><u>Frequent</u></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>		<u>Occasional</u>	<u>Frequent</u>	General Public	[ X ]	[   ]	Other Agencies	[   ]	[   ]	Supervisors	[   ]	[   ]	Management	[   ]	[   ]	Other (Specify)	[   ]	[   ]	19. WORKING CONDITION  <table style="width: 100%;"> <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).  Education: <b>M.Ed - English</b>  Experience:																													
23b. Licenses or certificates required to do this work, if any.  <b>LET ; PD 907 (HONOR GRADUATE ELIGIBILITY)</b>																													
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25. APPROVED:  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>                    </u> Date           </div> <div style="text-align: center;">   <b>JOSE L. BACUSMO</b>              Head of Agency           </div> </div>																													