




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 <u>VISAYAS STATE UNIVERSITY, Baybay, Leyte</u>		3. BUREAU OR OFFICE <u>VSU</u>	
4. DEPT. / BRANCH / DIVISION Department of Mathematics, Physics and Statistics		5. WORK STATION/PLACE OF WORK <u>VSU</u>	
6a. PRES. APPRO.      6b. PREV. APPRO. ACT/      ACT/ BOARD RES/      BOARD RES/ ORD. NO.      ITEM NO.		7a. SALARY P.A.  7b. OTHER COMPENSATION <u>PERA/ACA</u>	
8. OFFICIAL DESIGNATION OF POSITION Instructor		9. WORKING PROPOSED TITLE Instructor II	
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>Nov. 20, 2015</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: <b>Masteral degree in the field of specialization.</b>  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>Nov. 23, 2015</u> Date         </div> <div style="width: 45%; text-align: center;">   <b>NORBERTO E. MILLA</b>            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;">   <b>EDGARDO E. TULIN</b>            Head of Agency         </div> </div>																													