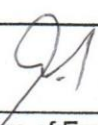
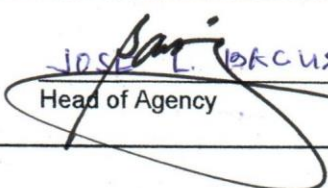


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <u>AURE</u> <u>REV RHIZZA</u> <u>LIONG</u> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY, Baybay, Leyte		3. BUREAU OR OFFICE VSU	
4. DEPT. / BRANCH / DIVISION Department of Mathematics, Physics and Statistics		5 WORK STATION/PLACE OF WORK VSU	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.		6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. <u>VSCHAP-1NS12-13-2014</u>	
7a. SALARY P.A. <u>₱ 257, 272.00</u>		7b. OTHER COMPENSATION PERA/ACA <u>₱ 74.00</u>	
8. OFFICIAL DESIGNATION OF POSITION Instructor <u>II</u>		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%			

0.

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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		19. WORKING CONDITION																													
<table border="0"> <thead> <tr> <th></th> <th>Occasional</th> <th>Frequent</th> </tr> </thead> <tbody> <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> </tbody> </table>			Occasional	Frequent	General Public []	[]	[]	Other Agencies [X]	[]	[]	Supervisors []	[X]	[]	Management []	[]	[]	Others (Specify) []	[]	[]	<table border="0"> <tbody> <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> </tbody> </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																															
<u>Dec. 23, 2014</u> Date		 Signature of Employee																													
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: MS degree relevant to the job. 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.																															
<u>Dec. 23, 2014</u> Date		 REMBERTO A. PATINDOL, Dean Signature and Title of Immediate Supervisor																													
25. APPROVED																															
<u> </u> Date		 JOSE L. MARCUSMO Head of Agency																													