

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. Name DONAYRE NANCY CABINTOY (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE Visayas State University	
4. DEPT. /BRANCH/DIVISION Department of Teacher Education		5. WORK STATION/PLACE OF WORK VSU Laboratory High School	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		6b. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	
7a. SALARY P.A.:		7b. OTHER COMPENSATION: N/A	
8. OFFICIAL DESIGNATION OF POSITION Regular - Temporary		9. WORKING PROPOSED TITLE Instructor – 2	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND ITS CLASS MUNICIPALITY [] CITY [] PROVINCE [] 1 st 2 nd 3 rd 4 th 5 th 6 th [] [] [] [] [] []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of : Working Time : DUTIES			
85%	1. Teaches assigned subject and performs other teaching related functions, among others the following:		
5%	a) Prepared teaching materials/guides and submit to department head.		
	b) Conduct examination (mid/final/long hour/quizzes).		
	c) Checks test papers and return 1 week after exam.		
	d) Submits grade sheet and turn over class record to department head two weeks after final examination.		
5%	2. Member in different committees.		
5%	3. Participate in co-curricular activities.		
5%	4. Perform other functions assigned by the Department Head.		
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center; font-weight: bold;">Principal</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center; font-weight: bold;">College Dean</div>																												
16. NAMES, TITLES AND ITEM NO. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item no. and title).																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="text-align: center;">computer, printer, books, etc.</div>																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"><thead><tr><th></th><th style="text-align: center; border-bottom: 1px solid black;">Occasional</th><th style="text-align: center; border-bottom: 1px solid black;">Frequent</th></tr></thead><tbody><tr><td>General Public</td><td style="text-align: center;">[]</td><td style="text-align: center;">[x]</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>Others (Specify)</td><td style="text-align: center;">[]</td><td style="text-align: center;">[]</td></tr></tbody></table>		Occasional	Frequent	General Public	[]	[x]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Others (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"><tbody><tr><td>Normal Working Condition</td><td style="text-align: center;">[x]</td></tr><tr><td>Field Work</td><td style="text-align: center;">[]</td></tr><tr><td>Field Trips</td><td style="text-align: center;">[]</td></tr><tr><td>Exposed to Varied Weather</td><td style="text-align: center;">[]</td></tr><tr><td>Others (Specify)</td><td style="text-align: center;">[]</td></tr></tbody></table>	Normal Working Condition	[x]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
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20. I certify that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="text-align: center;"><div style="border-bottom: 1px solid black; margin-bottom: 5px;">NOVEMBER 4, 2015</div><div>Date</div></div><div style="text-align: center;"><div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div><div>Signature of Employee</div></div></div>																													
21. Describe briefly the general function of the Unit or Section. VSU Laboratory High School is a school intended for the Sons and Daughters of VSU Faculty and Staff.																													
22. Describe briefly the general function of the position. To teach the students and assist their extra-curricular activities.																													
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 position other than teaching). Education : Master degree in the field of specialization. Experience :																													
23b. Licenses or certificates required to do this work, if any. LET																													
24. I hereby certify that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="text-align: center;"><div style="border-bottom: 1px solid black; margin-bottom: 5px;">11/6/15</div><div>Date</div></div><div style="text-align: center;"><div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div><div>DR. ROSARIO P. ABELA - PRINCIPAL Signature and Title of Immediate Supervisor</div></div></div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="text-align: center;"><div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div><div>Date</div></div><div style="text-align: center;"><div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div><div>EDGARDO E. TULIN Head of Agency</div></div></div>																													