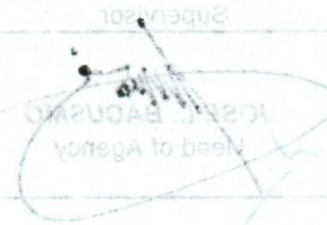


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <b>BALINA, FATIMA TOLIBAS</b> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <b>VISAYAS STATE UNIVERSITY</b>		3. BUREAU OR OFFICE <b>VSU</b>	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.		6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. ViscaB- Inst 1-1-2002	
7a. SALARY P.A.:		7b. OTHER COMPENSATION:	
8. OFFICIAL DESIGNATION OF POSITION <b>Assistant Professor IV</b>		9. WORKING PROPOSED TITLE	
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 : <div><div>85%</div><div>Teaches assigned subjects and performs other teaching-related functions such as the following: a. Prepare teaching materials/guides and submit to Dept. Head b. Conduct examination (midterm/finals/quizzes) c. Check test papers and return them after checking and recording d. Submit grade sheet to Dept Head two weeks after the final exam</div></div> <div><div>5%</div><div>Member in different committees</div></div> <div><div>5%</div><div>Participate in co-curricular activities</div></div> <div><div>5%</div><div>Perform other functions assigned by the Department Head</div></div> <div><div>100%</div><div></div></div> <div><div>Signature and Title of Immediate Supervisor</div><div> Department Head</div></div> <div><div>Date</div><div></div></div>			



only by their item nos. and titles)

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

*pens, calculator, computer, etc.*

18. CONTACT

	Occasional	Frequent
General Public	[ ]	[ ]
Other Agencies	[ ]	[ ]
Supervisors	[ ]	[ ]
Management	[ ]	[ ]
Others (Specify)	[ ]	[ ]

19. WORKING CONDITION

Normal Working Condition [ ]  
Field work [ ]  
Field Trips [ ]  
Exposed to Varied Weather [ ]  
Other's (Specify) [ ]

20. I CERTIFY that the above answers are accurate and complete.

Date

*Fatima T. Balina*  
**FATIMA T. BALINA**

Signature of Employee

21. Describe briefly the general function of the Unit or Section.

To provide research, instruction and extension services

22. Describe briefly the general function of the position.

Instruction

*Instruction*

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 qualifications of the present incumbent. This item should be filled for all positions other than teaching).

Education:

*B.S. degree in the area of specialization*

Experience:

23b. Licenses or certificates required to do this work, if any.

24. I HEREBY CERTIFY that the above answers are accurate and complete.

*April 25, 2012*  
Date

*ANTONIA CECILIA Y SANDOVAL*  
**ANTONIA CECILIA Y SANDOVAL**

Signature and Title of Immediate Supervisor

25. APPROVED

Date

*JOSE L. BACUSMO*  
**JOSE L. BACUSMO**  
Head of Agency