

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE  ABELA, ROSARIO PEDRANO (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE  COLLEGE OF EDUCATION, VISAYAS STATE UNIVERSITY	
4. DEPT./BRANCH/DIVISION  Department of Teacher Educ.		5. WORK STATION/PLACE OF WORK  DTE, CE, Visayas State Univ.	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. 6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. VISCAB-AP3-12-2014		7a. SALARY P.A.: ₱ 348,336.00 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION  Asst. Prof. 2		9. WORKING PROPOSED TITLE  Asst. Prof. 3	
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 [x] PROVINCE [ ] 1st [ ] 2nd [ ] 3rd [ ] 4th [ ] 5th [ ] 6th [ ]			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time:			
D U T I E S			
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%			



172

644 157

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <u>Department Head</u>		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <u>College Dean</u>																													
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) <u>Students</u>																															
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <u>printer, computer, LCD projector, calculator</u>																															
18. CONTRACT		19. WORKING CONDITION																													
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20. I CERTIFY that the above answers are accurate and complete. <u>December 19, 2014</u> <u>Apobela</u> Date Signature of Employee																															
21. Describe briefly the general function of the Unit or Section. <u>Instruction, Research, Extension, Production</u>																															
22. Describe briefly the general function of the position. <u>Teaching/Instruction</u>																															
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: <u>Master's Degree</u> Experience: <u>4 yrs. of relevant experience; 4 hrs. of relevant lang.</u>																															
23b. Licenses or certificates required to do this work, if any. <u>PRC</u>																															
24. I HEREBY CERTIFY that the above answers are accurate and complete. <u>12/19/14</u> <u>LIVERAJ D. CUADRA, Ph.D.</u> Date Signature and Title of Immediate Supervisor <u>DTE Head &amp; OIC Dean, CE</u>																															
25. APPROVED: <u>12/19/14</u> <u>JOSE L. BACUSMO</u> Date Head of Agency																															