

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE ACORER ED ALLAN LLANO (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE VSU	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. 6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. <i>VSU-AP2-16-2011</i>		7a. SALARY P.A.: <i>P 22,536.00</i> 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION <i>Instructor I</i> <i>Asst. Professor II</i>		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank) <i>8102 IF PART</i>	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] <i>2011032</i> 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] <i>skating OT</i>			
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			
<div style="display: flex;"> <div style="flex: 1;"> <p><i>65%</i></p> <p><i>24.5%</i></p> <p><i>2.5%</i></p> <p><i>5%</i></p> <p><i>400%</i></p> </div> <div style="flex: 3;"> <p>1. Teaches assigned subject and performs other teaching related functions, among others the following:</p> <ul style="list-style-type: none"> 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. <p>2. Member in different committees.</p> <p>3. Participate in the co-curricular activities.</p> <p>4. Perform other functions assigned by the Department Head.</p> </div> </div>			
<p><i>20%</i> 5. Performs research related activities such as</p> <ul style="list-style-type: none"> a) Prepares and submit accomplishment reports, scientific papers and journals b) Prepares research proposals for funding agencies c) Gathers data, analyze data. 			
<p><i>5%</i> 6. Manages Income Generating Projects or Dive Production of the University.</p>			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> Department Head </div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> College Dean </div>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) <div style="border: 1px solid black; padding: 2px; margin-top: 5px; text-align: center;"> N2V </div>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> Computer, Pens, Calculator, etc </div>																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"></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;">[X]</td> <td style="text-align: center;">[]</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>Other (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	[]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <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>Others (Specify)</td> <td style="text-align: right;">[]</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;"> <u>May 7, 2013</u> Date </div> <div style="text-align: center;"> Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> To provide research, instruction, extension and production services </div>																													
22. Describe briefly the general function of the position. <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> Teaching </div>																													
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). <div style="margin-top: 10px;"> Education: Masteral degree in the field of specialization. Experience: </div>																													
23b. 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; margin-top: 20px;"> <div style="text-align: center;"> <u>5-10-13</u> Date </div> <div style="text-align: center;"> VICTOR B. ASIO Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <u> </u> Date </div> <div style="text-align: center;"> JOSE L. BACUSMO Head of Agency </div> </div>																													