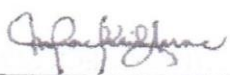

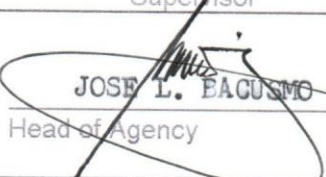


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)			1. NAME OF EMPLOYEE <u>AURE</u> <u>MA. RACHEL KIM</u> <u>LOCAYON</u> (Family Name) (Given Name) (Middle Name)		
2. DEPARTMENT, CORPORATION OR AGENCY LOCAL GOVERNMENT <u>VISAYAS STATE UNIVERSITY</u>			3. BUREAU OR OFFICE <u>VSU</u>		
4. DEPT. / BRANCH / DIVISION <u>Department of Science Education</u>			5. WORK STATION/PLACE OF WORK <u>VSU</u>		
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.		6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO.		7a. SALARY P.A.	
				7b. OTHER COMPENSATION <u>PERA/ACA</u>	
8. OFFICIAL DESIGNATION OF POSITION <u>Instructor</u>			9. WORKING PROPOSED TITLE <u>Instructor 1</u>		
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: <u>DUTIES</u>					
80% Instruction					
20% Research, Extension and other assignments					

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, Laptop, Printer, Overhead projector, LCD, DVD player, Component, TV, Drawing materials,																													
18. CONTACT <table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public [ ]</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Other Agencies [ X ]</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Supervisors [ ]</td> <td style="text-align: center;">[ X ]</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 (Speci [ ]</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public [ ]	[ ]	[ ]	Other Agencies [ X ]	[ ]	[ ]	Supervisors [ ]	[ X ]	[ ]	Management [ ]	[ ]	[ ]	Others (Speci [ ]	[ ]	[ ]	19. WORKING CONDITION <table style="width: 100%; border: none;"> <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>Other's (Specify)</td> <td style="text-align: center;">[ ]</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  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>Nov. 19, 2009</u>            Date         </div> <div style="width: 45%; text-align: right;">             Signature of Employee         </div> </div>																													
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 BEED, BSED students and students enrolling in Mathematics 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: <b>B. S. degree in the area of specialization.</b>  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.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>                    </u>            Date         </div> <div style="width: 45%; text-align: right;">   <b>DOLORES L. ALCOBER, DEAN, CE</b>            Signature and Title of Immediate Supervisor         </div> </div>																													
25. APPROVED  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>                    </u>            Date         </div> <div style="width: 45%; text-align: right;">   <b>JOSE L. BACUSMO</b>            Head of Agency         </div> </div>																													