REPUBLIC OF THE PHILIPPINES	1. NAME OF EMPLOYEE	
BC-CSC Form No. 1	DONATRE NANCY CABINTOY	
(Position Description Form)	(Family Name) (Given hams) (Middle Nams)	
2. DEFARTMENT, CORPORATION OR AGE LOCAL GOVERNME VISAYAS STATE UNIVERSITY	NCY/ 3. BUREAU OR OFFICE  VSU	
A management of the state of th		
4. DEPT/BRANCH/DIVISION	5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. 6b. PREV. APACT/	12010(1480	
ORD. NO. BOARD R		
8. OFFICIAL DESIGNATION OF POSITION	9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POS	GITION 11. OCCUPATION GROUP TITLE (leave blank)	
WUNICIPALITY [ ]	CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS CITY [ ] PROVINCE [ ]	
1st 2nd	4th 5th 6th	
13. STATEMENT OF DUTIES AND RESPON	SIBILITIES. If more space is needed, please	
extrach additional sheets.	ween ingression, in tigam and not voca' is	
Percent of :		
Working Time:	ITIES	
	Profession Control Con	
85% 1. Teaches assigned subject among others the foll	and performs other teaching related functions,	
a) Prepared teaching	materials/guides and submit to department head. on (mid/final/long hours/quizzes).	
	s and return 1 week after exam.	
d) Submits grade sheet and turn over class records to department head		
	final examination.	
5% 2. Member in different com	mittees.	
5% : 3. Participate in the co-c	curricular activities.	
5% 4. Perform other functions	assigned by the Department Head.	
100%		

1	DR. ROLLANDO H. ARPILLEDA - Principal	DR 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  DEAN, COLLEGE OF EDUCATION	
1	NAMES, TITLES AND ITEM NOS. OF THOSE Youly by their item nos. and titles)	YOU DIRECTLY SU開版RMMS在7) list	
17.	MACHINES, EQUIPMENT, TOOLS, etc. used computer, printer, beeks, etc.	regularly in performance of work.	
	CONTACT  Occasional Frequent  General Public [] [x]  Other Agencies [] []  Supervisors [] []  Management [] []  Others (Specify) [] []	19. WORKING CONDITION  Normal Working Condition x  Field work []  Field Trips []  Exposed to Varied Weather  Other's (Specify) []	
20.	I CERTIFY that the above answers are accurate    Du.  0   20 3   Date	and complete.  Signature of Employee	
	Describe briefly the general function of the Unit of the previde instruction, research & Describe briefly the general function of the position of the Unit	or Section. extension services.	
	Instruction	JOH.	
23.8	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: Masteral degree in the field of specialization.		
233.	Licenses or certificates required to do this work,		
24.	HEREBY CERTIFY that the above answers are accurate and complete.  ROLAHOO H- ARPILLEDA		
× -	Date	Signature and Title of Immediate Supervisor	
25.	APPROVED	JOSE X SACUSMO	
	Date	Head of Agency	