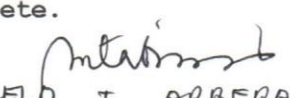
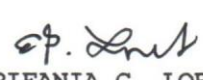



REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)				1. NAME OF EMPLOYEE  ABRERA                      MARCELO JR.                      TANGPUZ (Family Name)                      (Given Name)                      (Middle Name)			
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  Visayas State University, Baybay City, Leyte				3. BUREAU OR OFFICE			
4. DEPT./BRANCH/DIVISION  Department of Civil Engineering				5. WORK STATION/PLACE OF WORK  VSU/ Baybay City, Leyte			
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. VLSAB-INST-25-7017		7a. SALARY P.A.: P 247,812.00  7b. OTHER COMPENSATION: P 74.000			
8. OFFICIAL DESIGNATION OF POSITION  INSTRUCTOR I				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 [ ]  <div style="display: flex; justify-content: space-around;"> <span>1st [ ]</span> <span>2nd [ ]</span> <span>3rd [ ]</span> <span>4th [ ]</span> <span>5th [ ]</span> <span>6th [ ]</span> </div>							
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							
ON STUDY LEAVE							

11/29/14

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Dept. Head - Associate Professor IV	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR College Dean - University Professor																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  Computer desktop, laptop, calculator, printer, LCD projector																													
18. CONTRACT  <table style="width: 100%;"> <thead> <tr> <th></th> <th style="text-align: center;"><u>Occasional</u></th> <th style="text-align: center;"><u>Frequent</u></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>		<u>Occasional</u>	<u>Frequent</u>	General Public	[ X ]	[   ]	Other Agencies	[   ]	[   ]	Supervisors	[   ]	[   ]	Management	[   ]	[   ]	Other (Specify)	[   ]	[   ]	19. WORKING CONDITION  <table style="width: 100%;"> <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;"> <div style="width: 45%;"> <u>11/24/2016</u> Date           </div> <div style="width: 45%; text-align: right;">               MARCELO T. ABRERA, JR. Signature of Employee           </div> </div>																													
21. Describe briefly the general function of the Unit or Section.  To conduct instruction, research and extension.																													
22. Describe briefly the general function of the position.  To conduct instruction, research and extension.																													
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: MS Civil Engineering graduate  Experience: 1 year teaching experience/Industry practice																													
23b. Licenses or certificates required to do this work, if any.  Licensed Civil Engineer																													
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;">               EPIFANIA G. LORETO 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;">               EDGARDO E. TULIN Head of Agency           </div> </div>																													