

{PRIVATE }REPUBLIC OF THE PHILIPPINES{PRIVATE } BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <u>BALES, MILAGROS C.</u> (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 DCDEx		5. WORK STATION/PLACE OF WORK VSU
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		7a. SALARY P.A.: ₱ 2,768.00 7b. OTHER COMPENSATION: P 24,000.00
6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. VISCAB-APR05-13-2014		
8. OFFICIAL DESIGNATION OF POSITION Associate Professor		9. WORKING PROPOSED TITLE Associate Professor V
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 attached additional sheets.		
Percent of : Working Time:		
D U T I E S		
50% 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.		
35% 2. Conducts research and extension projects.		
5% 3. Member in different committees.		
5% 4. Participates in the co-curricular activities.		
5% 5. Performs other functions assigned by the Department Head and other higher supervisors		
100%		

{PRIVATE }14. POSITION TITLE OF IMMEDIATE SUPERVISOR Professor VI and Dept. Head		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Professor and Dean																		
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) NONE																				
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computer, LCD, Calculators, Printer, Camera																				
18. CONTRACT <table><thead><tr><th></th><th><u>Occasional</u></th><th><u>Frequent</u></th></tr></thead><tbody><tr><td>General Public</td><td>[x]</td><td>[]</td></tr><tr><td>Other Agencies</td><td>[]</td><td>[]</td></tr><tr><td>Supervisors</td><td>[]</td><td>[]</td></tr><tr><td>Management</td><td>[]</td><td>[]</td></tr><tr><td>Other (Specify)</td><td>[]</td><td>[]</td></tr></tbody></table>			<u>Occasional</u>	<u>Frequent</u>	General Public	[x]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION Normal Working Condition [x] Field Work [] Field Trips [] Exposed to Varied Weather [] Others (Specify) []
	<u>Occasional</u>	<u>Frequent</u>																		
General Public	[x]	[]																		
Other Agencies	[]	[]																		
Supervisors	[]	[]																		
Management	[]	[]																		
Other (Specify)	[]	[]																		
20. I CERTIFY that the above answers are accurate and complete. <table><tbody><tr><td style="text-align: center;">12-22-2014</td><td style="text-align: center;"> MILAGROS C. BALES</td></tr><tr><td style="text-align: center;">Date</td><td style="text-align: center;">Signature of Employee</td></tr></tbody></table>			12-22-2014	 MILAGROS C. BALES	Date	Signature of Employee														
12-22-2014	 MILAGROS C. BALES																			
Date	Signature of Employee																			
21. Describe briefly the general function of the Unit or Section. Conduct instruction, research and extension programs																				
22. Describe briefly the general function of the position. Perform instruction, research and extension activities for students and other clients																				
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: Relevant masteral degree Experience: 3 yrs of relevant experience; 16 hrs. of relevant training.																				
23b. Licenses or certificates required to do this work, if any.																				
24. I HEREBY CERTIFY that the above answers are accurate and complete. <table><tbody><tr><td style="text-align: center;">01-5-2015</td><td style="text-align: center;"> ANTONIA CECILIA Y. SANDOVAL</td></tr><tr><td style="text-align: center;">Date</td><td style="text-align: center;">Signature and Title of Immediate Supervisor</td></tr></tbody></table>			01-5-2015	 ANTONIA CECILIA Y. SANDOVAL	Date	Signature and Title of Immediate Supervisor														
01-5-2015	 ANTONIA CECILIA Y. SANDOVAL																			
Date	Signature and Title of Immediate Supervisor																			
25. APPROVED: <table><tbody><tr><td style="text-align: center;">_____</td><td style="text-align: center;"> JOSE L. BACUSMO Head of Agency</td></tr><tr><td style="text-align: center;">Date</td><td></td></tr></tbody></table>			_____	 JOSE L. BACUSMO Head of Agency	Date															
_____	 JOSE L. BACUSMO Head of Agency																			
Date																				