	REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1	1. NAME OF EMPLOYEE BALINA FATIMA TOLIBAS	
	(Position Description Form)	(Family Name) (Given Name) (Middle Name)	
2 DEPARTM	IENT, CORPORATION OR AGENCY/	3. BUREAU OR OFFICE	
LOCAL GOVERNMENT		VSU III DAS LEUN NEU HENT VE PRO	
	VISAYAS STATE UNIVERSITY		
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
DCDE		pens; calculator, computer, etc.	
6a. PRES. Al		7a. SALARY P.A.: 376, 2/2. W	
ACT/	19. VIDACING CONDITION	L CONTACT	
BOARD RES/		7b. OTHER COMPENSATION: (24, 64-	
ORD. NO). ITEM NO. ViscaB-	General Public []	
	Supplied 1 dbs	Other Agencies [] []	
8. OFFICIAL	DESIGNATION OF POSITION	9. WORKING PROPOSED TITLE	
	Assistant Professor IV	Menagenam []	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE	
		(leave blank)	
12 FOR LOC	CAL GOVERNMENT POSITION, CHECK GOVERNMENT	AL LINIT AND LINIT'S CLASS	
	IICIPALITY [] CITY [
	FATIMA T. BALINA		
	1st 2nd 3rd	4th 5th 6th	
		L. Describe buefly the general function of the Unit or S	
13. STATE	MENT OF DUTIES AND RESPONSIBILITIES. If more spa	ace is needed, please	
attach a	dditional sheets.	striction	
Percent of		 Describe briefly the general function of the position. 	
Working Tim	e: DUTIES	eaching	
80%	1.Teaches assigned subjects and perform other teaching		
		a indicate the required qualifications by years and kit	
	a. Prepared teachning materials/guides & submit to department head of quark) moliticog and not vonessy b. Conducts examination (mid/final/long hour/quizzes to the of the land to the land		
	c. Check test papers and return 1 week after exam	cinear its for being ad phione nier, each thisamplant	
	c. Offeck lest papers and return 1 week after exam		
	 d. Submits gradesheet and turn over class records to d 	lepartment head two weeks after final examination	
5%	2. Member in different committees		
5%	5% 3. Participates in the co-curricular activities		
5%	4. Perform other functions assigned by the Department	bb. Licenses or certification required to do this wheel t	
5%	5. Perform extension activities of the department (Cor	mponent leader)	
100%			
	ocurate and complete.	A. I HEREBY CERTIEV that the 200ve answers are a	
ANTONIA CECILIA Y SANDOVAL			
Signature and Title of Immediate		Date	
		5. APPROVED	
-12 13.5			
	JOSE L'BACUSMO		

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14. POSITION TITLE OF IMMEDIATE SUPERVISOR	15. POSITION TITLE OF NEXT HIGHER
BALINA FATIMA TOLIBAS	SUPERVISOR 020-08
Department Head	College Dean
 NAMES, TITLES AND ITEM NOS. OF THOSE YOU only by their item nos. and titles) 	DIRECTLY SUPERVISE (if more than (7) list 09/00 TVEINTER 350
17. MACHINES, EQUIPMENT, TOOLS, etc. used regu	
5. WORK STATION/FLACE OF WORK	DEPT. BERNOH/DIVISION
pens, calculator, computer, etc.	
78 SALARY P.A. Nau, 213 UV	PELS APPRO 65 PREV APPRO
18. CONTACT	19. WORKING CONDITION
Occasional Frequent	Normal Working Condition
General Public []	E A Broom Ov Field work [] OV 050
Other Agencies [] []	Field Trips []
Supervisors grant and [] good purp [] was grant and []	Exposed to Varied Weather[]
Management []	Other's (Specify)
Others (Specify)	WALESO OF WESTERWINDING THE BOSTLON
20. I CERTIFY that the above answers are accurate and	FOR LOCAL GOVERNMANT POSITION OFFICK GOV atalomos I
	Japma - Pulic
Date 4, 2014	FATIMA T. BALINA
Date	Signature of Employee
21. Describe briefly the general function of the Unit or S	ection.
	STATEMENT OF OUTIES AND RESPONSIBILITIES. If more spi
Instruction	etach additional sheets.
22. Describe briefly the general function of the position.	
Teaching	
	ETS 1. Teaches assigned subjects and perform other teaching
23.a Indicate the required qualifications by years and kin	
	d rather than the qualifications of the present
incumbent. This item should be filled for all position	ns other than teaching). birm) notisetime to abube 0. d -
	c. Check test papers and return 1 weak after exam
Education: MS. degree in the area of specialization	 d. Submits gradesheet and turn over class records tono
Exponence.	
	5%. 3, Emicipates in the co-curricular activities
23b. Licenses or certificates required to do this work, if	25 Legiorm other functions assigned by the Depart year
nponent leader)	2.2 6. Perform extension activities of the department (Con
	0.0
24. I HEREBY CERTIFY that the above answers are a	ccurate and complete.
	88 11
0/2/20	Dance
314 114	ANTONIA CÉCILIA Y. SANDOVAL
Date	Signature and Title of Immediate
	C
25. APPROVED	Supervisor
25. AFFROVED	Supervisor
25. AFFROVED	Anno S
	SOSE L. BACUSMO
Date	mm S

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