

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <b>BALINA FATIMA TOLIBAS</b> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <b>VISAYAS STATE UNIVERSITY</b>		3. BUREAU OR OFFICE <b>VSU</b>	
4. DEPT./BRANCH/DIVISION <b>DCDE</b>		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.		6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. ViscaB- <b>AP4</b> 11-2017	
7a. SALARY P.A.: <b>376,212.00</b>		7b. OTHER COMPENSATION: <b>24.00</b>	
8. OFFICIAL DESIGNATION OF POSITION <b>Assistant Professor IV</b>		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 [ ] 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 : <b>DUTIES</b>			
80%	1. Teaches assigned subjects and perform other teaching -related functions, among others the following: a. Prepared teaching materials/guides & submit to department head b. Conducts examination (mid/final/long hour/quizzes) c. Check test papers and return 1 week after exam d. Submits gradesheet and turn over class records to department head two weeks after final examination		
5%	2. Member in different committees		
5%	3. Participates in the co-curricular activities		
5%	4. Perform other functions assigned by the Department Head		
5%	5. Perform extension activities of the department (Component leader)		
100%			
Signature of Head of Agency: <b>ANTON A. SANDOVAL</b> Signature and Title of Immediate Supervisor: _____ Date: _____			
APPROVED Signature: _____ Date: _____			



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2/10/14

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <b>Department Head</b>		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <b>College Dean</b>	
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. <b>pens, calculator, computer, etc.</b>			
18. CONTACT		19. WORKING CONDITION	
	Occasional	Frequent	Normal Working Condition
General Public	[ ]	[ ]	Field work [ ]
Other Agencies	[ ]	[ ]	Field Trips [ ]
Supervisors	[ ]	[ ]	Exposed to Varied Weather [ ]
Management	[ ]	[ ]	Other's (Specify) [ ]
Others (Specify)	[ ]	[ ]	
20. I CERTIFY that the above answers are accurate and complete.  <u>March 4, 2014</u> Date		<u>Fatima T. Balina</u> <b>FATIMA T. BALINA</b> Signature of Employee	
21. Describe briefly the general function of the Unit or Section.  <b>Instruction</b>			
22. Describe briefly the general function of the position. <b>Teaching</b>			
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 qualifications of the present incumbent. This item should be filled for all positions other than teaching).  Education: <u>MS. degree in the area of specialization</u> Experience:			
23b. Licenses or certificates required to do this work, if any.			
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <u>3/4/14</u> Date		<u>ANTONIA CECILIA Y. SANDOVAL</u> Signature and Title of Immediate Supervisor	
25. APPROVED  Date		<u>JOSE L. BACUSMO</u> Head of Agency	