

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE  BELLEN                  JOY                  ABELARDO (Family Name)        (Given Name)        (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE  College of Education	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO.        6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.		7a. SALARY P.A.:  7b. OTHER COMPENSAT ON: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION  Instructor-II		9. WORKING PROPOSED TITLE  Instructor-II	
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			
85% 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. 5% 2. Member in different committees. 5% 3. Participate in the co-curricular activities. 5% 4. Perform other functions assigned by the Department Head. 100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <div style="font-size: 1.2em; font-family: cursive;">College Dean</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  <div style="font-size: 1.2em; font-family: cursive;">OVPI</div>																		
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.  <div style="font-size: 1.2em; font-family: cursive;">Computer, LCD projector, IMS, etc.</div>																			
18. CONTRACT  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="text-align: center; border-bottom: 1px solid black;">Frequent</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>		Occasional	Frequent	General Public	[ X ]	[ ]	Other Agencies	[ ]	[ ]	Supervisors	[ ]	[ ]	Management	[ ]	[ ]	Other (Specify)	[ ]	[ ]	19. WORKING CONDITION Normal Working Condition <span style="float: right;">[ X ]</span> Field Work <span style="float: right;">[ ]</span> Field Trips <span style="float: right;">[ ]</span> Exposed to Varied Weather <span style="float: right;">[ ]</span> Others (Specify) <span style="float: right;">[ ]</span>
	Occasional	Frequent																	
General Public	[ X ]	[ ]																	
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Supervisors	[ ]	[ ]																	
Management	[ ]	[ ]																	
Other (Specify)	[ ]	[ ]																	
20. I CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="font-size: 1.2em; font-family: cursive; margin-bottom: 5px;">April 21, 2014</div> <div style="text-align: center; font-size: 0.8em;">Date</div> </div> <div style="width: 45%; text-align: right;"> <div style="font-size: 1.2em; font-family: cursive; margin-bottom: 5px;"></div> <div style="text-align: center; font-size: 0.8em;">Signature of Employee</div> </div> </div>																			
21. Describe briefly the general function of the Unit or Section.  <div style="font-size: 1.2em; font-family: cursive;">Teaching education subjects</div>																			
22. Describe briefly the general function of the position.  <div style="font-size: 1.2em; font-family: cursive;">Teaches assigned subjects and performs other teaching related functions</div>																			
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: <b>Masteral degree in the field of specialization.</b>  Experience:																			
23b. Licenses or certificates required to do this work, if any.  <div style="font-size: 1.2em; font-family: cursive;">LET</div>																			
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="font-size: 1.2em; font-family: cursive; margin-bottom: 5px;">April 25, 2014</div> <div style="text-align: center; font-size: 0.8em;">Date</div> </div> <div style="width: 45%; text-align: right;"> <div style="font-size: 1.2em; font-family: cursive; margin-bottom: 5px;"></div> <div style="text-align: center; font-size: 0.8em;">Signature and Title of Immediate Supervisor</div> </div> </div>																			
25. APPROVED:  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="text-align: center; font-size: 0.8em; margin-top: 20px;">Date</div> </div> <div style="width: 45%; text-align: right;"> <div style="font-size: 1.2em; font-family: cursive; margin-bottom: 5px;"></div> <div style="text-align: center; font-size: 0.8em;">JOSE L. BACU MO Head of Agency</div> </div> </div>																			