

REPUBLIC OF THE PHILIPPINES BC-CSC FORM NO. 1		1. NAME OF EMPLOYEE																							
		Resos	Julien	A.																					
(POSITION DESCRIPTION FORM)		(FAMILY NAME)	(GIVEN NAME)	(MI)																					
2. DEPT./CORP. OR AGENCY/LOCAL GOV'T.		3. BUREAU OR OFFICE																							
Visayas State University Baybay City Leyte																									
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK																							
Department of Plant Breeding and Genetics		Visayas State University Baybay City Leyte																							
6.a. Pres. Approp. Act. Board Res./ Ord. No.	6.b. Prev. Approp. Act. Board Res./ Ord. No.	7.a. Salary Per annum P 239 280.00	7.b. Other Compensation; P 24, 000.00																						
Item No.	Item No.	VISCAB-INST1-29-2013																							
8. OFFICIAL DESIGNATION OF POSITION		9. WORKING OR PROPOSED TITLE																							
Instructor 1																									
10.WAPCO CLASSIFICATION OF THIS POSITION		11.OCCUPATIONAL GROUP TITLE (leave blank)																							
12.FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS																									
<table><tr><td colspan="2">MUNICIPALITY</td><td colspan="2">CITY</td><td colspan="2">PROVINCE</td><td></td></tr><tr><td>1ST</td><td>2ND</td><td>3RD</td><td>4TH</td><td>5TH</td><td>6TH</td><td>7TH</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>					MUNICIPALITY		CITY		PROVINCE			1 ST	2 ND	3 RD	4 TH	5 TH	6 TH	7 TH							
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1 ST	2 ND	3 RD	4 TH	5 TH	6 TH	7 TH																			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheet/s.																									
PERCENT OF WORKING TIME	DUTIES																								
85 %	1. Teaches assigned subject and performs other teaching related functions, among others the following: a. Prepares teaching materials/ guides and submits to department head b. Conducts examination (mid/final/long hours/quizzes) c. Checks papers and returns one week after exam d. Submits grade sheet and turn over class records to department head to weeks after final examination																								
5%	2. Member in different committees																								
5%	3. Participates in the co-curricular activities																								
5%	4. Performs other function assigned by the department head																								
100%																									

14. POSITION TITLE OF IMMEDIATE SUPERVISOR		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
Department Head		College Dean	
16. NAMES, TITLE AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (If more than 7, list only by their item nos. and titles)			
None			
17. MACHINES, EQUIPMENTS, TOOLS, etc. used regularly in the performance of work.			
None			
18. CONTACTS		19. WORKING CONDITIONS	
	Occasional	Frequent	Normal working condition <input checked="" type="checkbox"/>
General Public	<input checked="" type="checkbox"/>		Field Work
Other Agencies			Field Trips
Supervisors			Exposed to varied
Management			weather
Others (Specify)			Others (Specify)
20. I CERTIFY THAT THE ABOVE ANSWERS ARE ACCURATE AND COMPLETE.			
November 6, 2016		JULIEN A. RESOS	
DATE		SIGNATURE OF EMPLOYEE	
TO BE FILLED OUT BY IMMEDIATE SUPERVISOR			
21. Describe briefly the general function of the Unit or Section.			
22. Describe briefly the general function of the position.			
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:			
Experience:			
22.b. Licenses or Certificates required to do this work, if any.			
23. I HEREBY CERTIFY THAT THE ABOVE ANSWERS ARE ACCURATE AND COMPLETE.			
DATE		SIGNATURE AND TITLE OF IMMEDIATE SUPERVISOR	
12/6/16		EDGARDO E. TULIN	
DATE		HEAD OF AGENCY	