

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE BENCURE JANNET COLUBIO (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University		3. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY	
4. DEPT./BRANCH/DIVISION DGE, VSU		5. WORK STATION/PLACE OF WORK VISAYAS STATE UNIVERSITY	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. <i>ViscAB-12912-24-2011</i>	7a. SALARY P.A.: <i>₱257,232.00</i> 7b. OTHER COMPENSATION: <i>₱24,000</i>	
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, CLER GOVERNMENT UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] <div style="display: flex; justify-content: space-around;"> 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES If more space is needed, please attached additional sheets.			
Percent of Working Time	DUTIES		
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="border: 1px solid black; padding: 5px; margin-top: 5px;">College Dean</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">Office of the Vice Pres for Acad Affairs</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="border: 1px solid black; padding: 5px; margin-top: 5px;">Books, chalk, eraser, handouts, calculator, computer etc.</div>																													
18. CONTRACT <table border="0" style="width: 100%;"><tr><td></td><td style="text-align: center;">Occasional</td><td style="text-align: center;">Equipment</td></tr><tr><td>General Public</td><td style="text-align: center;">[]</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></table>		Occasional	Equipment	General Public	[]	[/]	Other Agencies	[/]	[]	Supervisors	[]	[/]	Management	[/]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION <table border="0" style="width: 100%;"><tr><td>Normal Working Condition</td><td style="text-align: center;">[/]</td></tr><tr><td>Field Work</td><td style="text-align: center;">[]</td></tr><tr><td>Field Trips</td><td style="text-align: center;">[]</td></tr><tr><td>Exposed to Varied Weather</td><td style="text-align: center;">[]</td></tr><tr><td>Others (Specify)</td><td style="text-align: center;">[]</td></tr></table>	Normal Working Condition	[/]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 45%; text-align: center;"><div style="border-bottom: 1px solid black; margin-bottom: 5px;">28 May 2013</div><div>Date</div></div><div style="width: 45%; text-align: center;"><div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div><div>JANNET C. BENCURE</div><div>Signature of Employee</div></div></div>																													
21. Describe briefly the general function of the Unit or Section <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">To conduct research, instruction and extension.</div>																													
22. Describe briefly the general function of the position. <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">To conduct research, instruction and extension.</div>																													
23a. Indicate the required qualifications by years and kind of educaion considered in filling up a vacancy for this position. (Keep the position in mind rather than the qualifications of th present incumbent. This item should be filled for all position <div style="margin-top: 20px;">Education: MS degree in the field of specialization.</div> <div style="margin-top: 20px;">Experience:</div>																													
23b. Licenses or certificates required to do this work, if any. PRC License																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 45%; text-align: center;"><div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div><div>Date</div></div><div style="width: 45%; text-align: center;"><div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div><div>ROBERTO C. GUARTE</div><div>Signature and Title of Immediate Supervisor</div></div></div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 45%; text-align: center;"><div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div><div>Date</div></div><div style="width: 45%; text-align: center;"><div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div><div>JOSE L. BACUSMO</div><div>Head of Agency</div></div></div>																													