

BC-CSC Form No. 1  
(POSITION DESCRIPTION FORM)

<b>BELLEZAS</b> (Family name)	<b>MARIA HAZEL</b> (Given Name)	<b>INOCENTE</b> (Middle Name)
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100%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : POSITION TITLE OF NEXT HIGHER SUPERVISOR  
Department Head : College Dean/Vice-President for Instruction

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.

Calculator, computer, overhead/slide projector, etc.

18. CONTACT	Occasional	Frequent	19. WORKING CONDITION
General Public	<u>x</u>		Normal Working Condition <u>x</u>
Other Agencies			Field Work
Supervisors			Field Trips
Management			Exposed to varied whether
Others (specify) students			Others (specify) classroom

20. I CERTIFY that the above answers are accurate and complete.

December 18, 2014

Date

MARIA HAZEL I. BELLEZAS

Signature of Employee

21. Describe briefly the general function of the unit or section.

Provide instruction, research and extension services.

22. Describe briefly the general function of the position.

Instruction, research and extension.

23a. Indicate the required qualification 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 : MS degree in the area of specialization

Experience : 1 yr. of relevant experience; 4 hrs. of relevant training.

23b. Licenses or certificates required to do this work, if any.

27. I hereby certify that the above answers are accurate and complete.

MA. SALOME B. BULAYOG  
Department Head

Signature and Title of Immediate Supervisor

28. APPROVED:

Date

JOSUE BRACILMO  
President