

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE CAGANDE JEFFREY LLOYD LORETO (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. <u>LS</u>	7a. SALARY P.A.: <u>₱200,712.00</u> 7b. OTHER COMPENSATION: <u>₱24,000.00</u>	
8. OFFICIAL DESIGNATION OF POSITION <u>INSTRUCTOR I</u>		9. WORKING PROPOSED TITLE <u>Instructor I</u>	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT MUNICIPALITY [ ]		POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS 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.			
<u>100%</u>			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <p style="text-align: center; font-size: 1.2em;">DEPARTMENT HEAD</p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  <p style="text-align: center; font-size: 1.2em;">COLLEGE DEAN</p>																		
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)  <p style="text-align: center; font-size: 1.2em;">STUDENTS</p>																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  <p style="text-align: center; font-size: 1.2em;">COMPUTER, LCD PROJECTOR</p>																			
18. CONTRACT  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></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 [ X ] Field Work [ ] Field Trips [ ] Exposed to Varied Weather [ ] Others (Specify) [ ]
	Occasional	Frequent																	
General Public	[ X ]	[ ]																	
Other Agencies	[ ]	[ ]																	
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="text-align: center;"> <p style="font-size: 1.2em; margin: 0;"><u>OCTOBER 29, 2010</u></p> <p style="margin: 0;">Date</p> </div> <div style="text-align: center;"> <p style="margin: 0;">Signature of Employee</p> </div> </div>																			
21. Describe briefly the general function of the Unit or Section.  <p style="text-align: center; font-size: 1.2em;">TO conduct instruction, research &amp; extension</p>																			
22. Describe briefly the general function of the position.  <p style="text-align: center; font-size: 1.2em;">TO conduct instruction, research &amp; extension</p>																			
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. S. degree in the area of specialization.  Experience:																			
23b. Licenses or certificates required to do this work, if any.																			
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <p style="font-size: 1.2em; margin: 0;"><u>10/29/2010</u></p> <p style="margin: 0;">Date</p> </div> <div style="text-align: center;"> <p style="margin: 0; font-size: 0.8em;">Raimundo A. PATINO Department Head</p> <p style="margin: 0; font-size: 0.8em;">Signature and Title of Immediate Supervisor</p> </div> </div>																			
25. APPROVED:  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <p style="margin: 0;">_____</p> <p style="margin: 0;">Date</p> </div> <div style="text-align: center;"> <p style="margin: 0; font-size: 0.8em;">JOSE L. BACUSMO Head of Agency</p> </div> </div>																			