


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form) Instructor I		1. NAME OF EMPLOYEE CALUNGSOD PHOEBE LYNN BOLFANGO (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE NURSING	
4. DEPT./BRANCH/DIVISION NURSING		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. 1-11 12-18-2014	
7a. SALARY P.A.: 257,332.00		7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Instructor I ₁		9. WORKING PROPOSED TITLE	
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 [x] 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%			
			

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14. POSITION TITLE OF IMMEDIATE SUPERVISOR Dean, College of Nursing		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR OVPI	
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) (Currently on study leave)			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. (Currently on study leave)			
18. CONTRACT		19. WORKING CONDITION	
General Public	Occasional [X]	Frequent []	Normal Working Condition [X]
Other Agencies	[]	[]	Field Work []
Supervisors	[]	[]	Field Trips []
Management	[]	[]	Exposed to Varied Weather []
Other (Specify)	[]	[]	Others (Specify) []
20. I CERTIFY that the above answers are accurate and complete. November 13, 2014 Date Signature of Employee			
21. Describe briefly the general function of the Unit or Section. To provide instruction, research & extension services.			
22. Describe briefly the general function of the position. Instruction.			
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: BSN, Master of Arts in Nursing and ongoing PhD in Nursing Experience: both hospital and academe			
23b. Licenses or certificates required to do this work, if any.			
24. I HEREBY CERTIFY that the above answers are accurate and complete. 12/17/14 Date JANET ALEXIS A. DE LOS SANTOS/Dean, CON Signature and Title of Immediate Supervisor			
25. APPROVED: Date JOSE L. BASILMO Head of Agency			