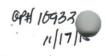
REPUBLIC OF THE PHILIPPINES			1. NAME OF EMPLOYEE
BC-CSC Form No. 1			CAGANDE JEFFREY LLOYD L.
(Position Description Form)			(Family Name) (Given Name) (Middle Name)
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL		R AGENCY/LOCAL	3. BUREAU OR OFFICE
GOVERNMENT	7		
			VISAYAS STATE UNIVERSITY
Visayas	State University		
4. DEPT./BRANCE			5. WORK STATION/PLACE OF WORK
DMPS, V	SU		VISAYAS STATE UNIVERSITY
6a. PRES. APPRO.	6b. PREV.	APPRO.	7a. SALARY P.A.:
ACT/	ACT/		
BOARD RES/	BOARI	RES/	7b. OTHER COMPENSATION:
ORD. NO.	ORD. N	D.	
ITEM NO.	ITEM N		
8. OFFICIAL DES	IGNATION OF POS	ITION	9. WORKING PROPOSED TITLE
			A Least State of the Control of the
Instructor I			Instructor I
10. WAPCO CLAS	SIFICATION OF TH	IS POSITION	11. OCCUPATION GROUP TITLE (leave
			blank)
			omin',
12. FOR LOCAL GOVERNMENT POSITION, CLER GOVERNMENT UNIT AND UNIT'S CLASS			
MUNICIPALITY[] CITY[] PROVINCE[]			
	. ,		
		24.7	
1st	2nd 3rd	4th 5th 6th	
[]	[] []		
L J	[] []		1
12 STATEMENT OF DIFFIES AND DESPONSIBILITIES IS			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working			
Time			DUTIES
111111111111111111111111111111111111111			
85%	1 Tanahas assis		handanahira salahadi (m. 12.
0370	o la superiori de la companya de la		
	the following:		Z 11 m
	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 diffe	erent committees.	
5%	3. Participate in the	ne co-curricular activities.	
5%	4. Perform other t	functions assigned by the De	epartment Head.
100%			



15. POSITION TITLE OF NEXT HIGHER				
SUPERVISOR				
College Dean				
Y SUPERVISE (if more than (7), list only by their item nos.				
(), and only by their norm nos.				
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.				
Books, chalk, eraser, handouts, calculator, computer etc. 18. CONTRACT 19. WORKING CONDITION				
19. WORKING CONDITION				
Normal Working Condition [/]				
Field Work				
Field Trips				
Exposed to Varied Weather []				
Others (Specify)				
181				
JEFFREY LLOYD L. CAGANDE				
Signature of Employee				
To conduct research, instruction and extension.				
22. Describe briefly the general function of the position.				
To conduct research, instruction and extension.				
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 Education: Master of Arts in Science Education Major in Physics.				
23b. Licenses or certificates required to do this work, if any.				
24. I HEREBY CERTIFY that the above answers are accurate and complete.				
h .				
NORBERTO E. MILLA				
OIC, Head DMPS				
EDGARDO E. TULIN Head of Agency				