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Family Name Given Name (Middle Name)	BC-	CSC Form No. 1					
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visyas State University, Baybay City, Leyte 4. DEPT./BRANCH/DIVISION 6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. MUSCATH. (** \$\frac{1}{2} \) \$\frac{1}{2} \) \$\frac{1}{2} \) \$\frac{1}{2} \]	(Positio	DACLAG	JOCELYN	GUNDAYA			
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5% 100% 5. Perform other functions assigned by the Department Head.	5% 5% 5% <u>5%</u>	 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. 2. Assist in the conduct of extension and research activities of the dept. 3. Member in different committees. 4. Participate in the co-curricular activities. 					

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14. POSITION/TITLE OF IMMEDIATE	15.		E OF NEXT HIGHER	
SUPERVISOR	Hanner of	SUPERVISOR		
Department Head	a espiri	College De	ean	
16. NAME, TITLES AND ITEM NOS. O	F THOSE YOU DI			
by their item nos. and titles)				
None 17. MACHINEES, EQUIPMENT, TOOLS	etc used regularly	in performance of	fwork	
Computer, LCD, visual aides, whitel whiteboard/chalkboard, ballpen, per gadgets	oard pen, eraser,	chalk, gradesheets	8,	
18. CONTACT	19.	WORKING CON	IDITION	
	Frequent	Normal Working	Condition [x]	
General Public [x]		Field work	[]	
Other Agencies [x] Supervisors []	[x]	Field trips Exposed to Varie	d Weather []	
Management []	[x]	Others (Specify)		
Others (Specify) []	[]		[] relactive)	
5-12-2014 Date	JOCELYO G. DACLAG Signature of Employee			
21. Describe briefly the general functions of	f the Unit or Section	n		
21. Describe offerly the general functions of	T the Ollit of Section			
Involve in instruction, conduct resear		production	ear that he he had been a fine of	
22. Describe briefly the general function of	the position.			
Teaches undergraduate courses for	BSFT/MSFST stud	lents and service	course.	
23a. Indicate the required qualifications by position. (Keep the position in mine should be filled for all positions other	d rather than the qu			
Education: Master degree holder in	the area of specia	lization		
Experience: none required				
23b. Licenses or certificates required to do	this work, if any.	a lite are madificated	listed of the second	
None			200 / C	
24. I HEREBY CERTIFY that the above a	nswers are accurate	and complete.	8	
may 13 2014		1.0	DOWN CALVES	
May 13, 2014			ORINA A. GALVEZ are and Title of Immediate	
Butt			ervisor	
25. APPROVED			,	
			AHH	
		OI. \	SE L. BACUSMO	
Date			Head of Agency	