

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 <i>(Position Description Form)</i>						1. NAME OF EMPLOYEE <u>BARREDO</u> <u>BAYRON</u> <u>SALES</u> (Family Name)    (Given Name)    (Middle Name)					
2. DEPARTMENT, CORPORATION OR AGENCY LOCAL GOVERNMENT <b>VISAYAS STATE UNIVERSITY, Baybay City, Leyte</b>						3. BUREAU OR OFFICE <b>VSU</b>					
4. DEPT. / BRANCH / DIVISION Department of Science Education						5 WORK STATION/PLACE OF WORK <b>VSU</b>					
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.			6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO.			7a. SALARY P.A.			7b. OTHER COMPENSATION <b>PERA/ACA</b>		
8. OFFICIAL DESIGNATION OF POSITION Instructor						9 WORKING PROPOSED TITLE Instructor 1					
10. WAPCO CLASSIFICATION OF THIS POSITION						11 OCCUPATION GROUP TITLE (leave blank)					
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-between;"> <span>MUNICIPALITY [ ]</span> <span>CITY [ ]</span> <span>PROVINCE [ ]</span> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>1st [ ]</span> <span>2nd [ ]</span> <span>3rd [ ]</span> <span>4th [ ]</span> <span>5th [ ]</span> <span>6th [ ]</span> </div>											
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed please attach additional sheets.											
Percent of: Working Time:											
DUTIES											
85% 1. Teaches assigned subject and performs other teaching related functions, among others are 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%											



<b>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</b> Department Head	<b>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b> DEAN																												
<b>16. NAMES, TITLES, AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE</b> (If more than (7) list only by their item nos. and titles) Students																													
<b>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</b> Computer, Printer, Overhead projector, LCD, DVD player, Component, Drawing materials,																													
<b>18. CONTACT</b> <table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: center;">Occasional</td> <td style="text-align: center;">Frequent</td> </tr> <tr> <td>General Public [ ]</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Other Agencies [ X ]</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Supervisors [ ]</td> <td style="text-align: center;">[ X ]</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>Others (Specify) [ ]</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> </table>		Occasional	Frequent	General Public [ ]	[ ]	[ ]	Other Agencies [ X ]	[ ]	[ ]	Supervisors [ ]	[ X ]	[ ]	Management [ ]	[ ]	[ ]	Others (Specify) [ ]	[ ]	[ ]	<b>19. WORKING CONDITION</b> <table style="width: 100%; border: none;"> <tr> <td>Normal Working Condition</td> <td style="text-align: right;">[ X ]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: right;">[ ]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: right;">[ ]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: right;">[ ]</td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: right;">[ ]</td> </tr> </table>	Normal Working Condition	[ X ]	Field Work	[ ]	Field Trips	[ ]	Exposed to Varied Weather	[ ]	Other's (Specify)	[ ]
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<b>20. I CERTIFY that the above answers are accurate and complete</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>10-Nov-15</u> Date         </div> <div style="width: 45%; text-align: right;">             Signature of Employee         </div> </div>																													
<b>21. Describe briefly the general function of the Unit or Section.</b> Instruction, Research and Extension work																													
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<b>23.a. 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 qualification of the present incumbent. This item should be filled for all positions other than teaching.)</b>  Education: <u>Master</u> of Secondary Education Major in Mathematics  Experience:																													
<b>23.b. Licenses or certificates required to do this work, if any.</b>																													
<b>24. I HEREBY CERTIFY that the above answers are accurate and complete.</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>10-Nov-15</u> Date         </div> <div style="width: 45%; text-align: right;">   <u>LIJUERAJ J. CUADRA, DEAN, CE</u>            Signature and Title of Immediate Supervisor         </div> </div>																													
<b>25. APPROVED</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">           _____ Date         </div> <div style="width: 45%; text-align: right;">   <u>EDGARDO E. TULIN</u>            Head of Agency         </div> </div>																													