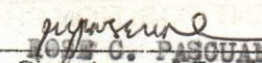
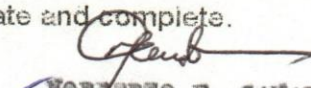
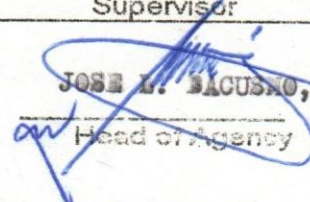


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <b>PASCUAL ROSE CERNA</b> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <b>VISAYAS STATE UNIVERSITY</b>		3. BUREAU OR OFFICE <b>DEPARTMENT OF LIBERAL ARTS &amp; BEHAVIORAL SCIENCES          VSU</b>	
4. DEPT./BRANCH/DIVISION <b>DLABS</b>		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. (NSI) - 74-1998	7a. SALARY P.A.: ₱ 181,478.00 7b. OTHER COMPENSATION: RERA/ACA ₱ 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION <b>INSTRUCTOR</b>		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION <b>INSTRUCTOR</b>		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [ ] CITY [ ] PROVINCE [ ]			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of : Working Time :			
<b>DUTIES</b>			
95% - To teach Filipino, Social Sciences Courses and some other subjects, offered at DLABS.			
4% - Member in different committees and participates in the co-curricular activities in DLABS.			
2% - Other assignments given by the department head from time to time.			
100%			



14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;"><b>DEPARTMENT HEAD</b></p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;"><b>DEAN</b></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;"><b>DEPARTMENT HEAD</b></p>																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p style="text-align: center;"><b>Computer, calculator, class record, ball pen pencil, chart etc.</b></p>																			
18. CONTACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[ ]</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>Others (Specify)</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[ ]	[ ]	Other Agencies	[ ]	[ ]	Supervisors	[ ]	[ ]	Management	[ ]	[ ]	Others (Specify)	[ ]	[ ]	19. WORKING CONDITION Normal Working Condition Field work <span style="float: right;">[ ]</span> Field Trips <span style="float: right;">[ ]</span> Exposed to Varied Weather Other's (Specify) <span style="float: right;">[ ]</span>
	Occasional	Frequent																	
General Public	[ ]	[ ]																	
Other Agencies	[ ]	[ ]																	
Supervisors	[ ]	[ ]																	
Management	[ ]	[ ]																	
Others (Specify)	[ ]	[ ]																	
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u>10/15/09</u> Date         </div> <div style="text-align: center;">   <u>JOSE G. PASQUAL</u> Signature of Employee         </div> </div>																			
21. Describe briefly the general function of the Unit or Section. <b>As a service department to teach the students through quality instruction, to improve productivity, profitability, equity and well-being of the University as a whole.</b>																			
22. Describe briefly the general function of the position. <b>To serve technical/academic department through instruction by teaching the basic subject/graduate courses at the department; explore possibilities on research and extension in relation to the College thrust.</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 qualifications of the present incumbent. This item should be filled for all positions other than teaching). Education: <b>B.S. degree in the area of specialization</b> Experience:																			
23b. Licenses or certificates required to do this work,																			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u>                    </u> Date         </div> <div style="text-align: center;">   <u>NORBERTO P. CANADA, Dept. Head</u> Signature and Title of Immediate Supervisor         </div> </div>																			
25. APPROVED <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u>                    </u> Date         </div> <div style="text-align: center;">   <u>JOSE L. SACUSMO, President</u> Head of Agency         </div> </div>																			