




REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE BENCURE JANNET COLUBIO (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University		3. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY	
4. DEPT. BRANCH DIVISION DGE, VSU		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.	
7a. SALARY P.A.		7b. OTHER COMPENSATION:	
8. OFFICIAL DESIGNATION OF POSITION Asst. Prof I		9. WORKING PROPOSED TITLE Asst. Prof. I	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CLER GOVERNMENT UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] 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	DUTIES		
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 <div style="text-align: center; font-weight: bold;">Department Head</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center; font-weight: bold;">College Dean</div>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="text-align: center; font-weight: bold;">Books, chalk, eraser, handouts, calculator, computer etc.</div>																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 20%; text-align: center;">Occasional</th> <th style="width: 20%; text-align: center;">Equipment</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>Other (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		Occasional	Equipment	General Public	[]	[/]	Other Agencies	[/]	[]	Supervisors	[]	[/]	Management	[/]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>25 July 2016</u> Date </div> <div style="width: 45%; text-align: right;">  <u>JANNET C. ENCURE</u> Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section <div style="text-align: center; font-weight: bold;">To conduct research, instruction and extension.</div>																													
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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 position) Education: <u>Master</u> of Science in Geodetic Engineering. Experience:																													
23b. Licenses or certificates required to do this work, if any. <u>PRC LICENSE (GEODETIC ENGINEER)</u>																													
24. THEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Date _____ </div> <div style="width: 45%; text-align: right;">  <u>FLORENTINO F. MORALES, JR</u> Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED <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> <u>H</u> Head of Agency </div> </div>																													