

<p align="center">REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)</p>	<p>1. NAME OF EMPLOYEE <b>COME WARREN DE VERA</b> (Family Name) (Given Name) (Middle Name)</p>																		
<p>2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  Visayas State University, Baybay City, Leyte</p>	<p>3. BUREAU OR OFFICE</p>																		
<p>4. DEPT./BRANCH/DIVISION  <b>ANIMAL SCIENCE</b></p>	<p>5. WORK STATION/PLACE OF WORK  Visca, Baybay City, Leyte</p>																		
<p>6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.</p> <p>6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.</p>	<p>7a. SALARY P.A.:</p> <p>7b. OTHER COMPENSATION: P 24,000.00</p>																		
<p>8. OFFICIAL DESIGNATION OF POSITION Instructor I</p>	<p>9. WORKING PROPOSED TITLE</p>																		
<p>10. WAPCO CLASSIFICATION OF THIS POSITION</p>	<p>11. OCCUPATION GROUP TITLE (leave blank)</p>																		
<p>12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS</p> <table border="0"> <tr> <td>MUNICIPALITY</td> <td><input type="checkbox"/></td> <td>CITY</td> <td><input type="checkbox"/></td> <td>PROVINCE</td> <td><input type="checkbox"/></td> </tr> <tr> <td>1st</td> <td><input type="checkbox"/></td> <td>2nd</td> <td><input type="checkbox"/></td> <td>3rd</td> <td><input type="checkbox"/></td> </tr> <tr> <td>4th</td> <td><input type="checkbox"/></td> <td>5th</td> <td><input type="checkbox"/></td> <td>6th</td> <td><input type="checkbox"/></td> </tr> </table>		MUNICIPALITY	<input type="checkbox"/>	CITY	<input type="checkbox"/>	PROVINCE	<input type="checkbox"/>	1st	<input type="checkbox"/>	2nd	<input type="checkbox"/>	3rd	<input type="checkbox"/>	4th	<input type="checkbox"/>	5th	<input type="checkbox"/>	6th	<input type="checkbox"/>
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4th	<input type="checkbox"/>	5th	<input type="checkbox"/>	6th	<input type="checkbox"/>														
<p>13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.</p>																			
<p>Percent of Working Time:</p>	<p align="center">D U T I E S</p>																		
<p>85%</p> <p>5%</p> <p>5%</p> <p>5%</p> <p>100%</p>	<p>1. Teaches assigned subject and performs other teaching related functions, among others the following:</p> <ul style="list-style-type: none"> <li>a) Prepared teaching materials/guides and submit to department head.</li> <li>b) Conducts examination (mid/final/long hours/quizzes).</li> <li>c) Checks test papers and return 1 week after exam.</li> <li>d) Submits grade sheet and turn over class records to department head two weeks after final examination.</li> </ul> <p>2. Member in different committees.</p> <p>3. Participate in the co-curricular activities.</p> <p>4. Perform other functions assigned by the Department Head.</p>																		

