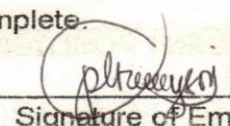
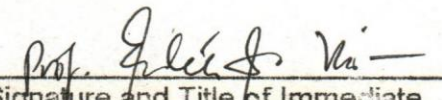
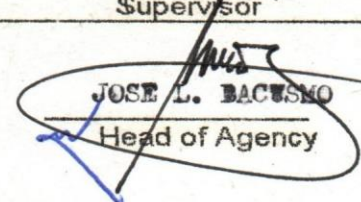


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE CAJONGCOO, PRIDE LYNN DOLFANGO (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VSU	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK VSU	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. IS	7a. SALARY P.A.: P 200,712.00 7b. OTHER COMPENSATION PERA/ACA P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Instructor I		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION; CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY <input checked="" type="checkbox"/> CITY <input type="checkbox"/> PROVINCE <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 4th <input type="checkbox"/> 5th <input checked="" type="checkbox"/> 6th <input type="checkbox"/>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Period 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%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR College Dean	
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. computer, pens, etc.			
18. CONTACT		19. WORKING CONDITION	
	Occasional Frequent	Normal Working Condition x	
General Public	<input type="checkbox"/> <input checked="" type="checkbox"/>	Field work	<input type="checkbox"/>
Other Agencies	<input type="checkbox"/> <input type="checkbox"/>	Field Trips	<input type="checkbox"/>
Supervisors	<input type="checkbox"/> <input type="checkbox"/>	Exposed to Varied Weather	
Management	<input type="checkbox"/> <input type="checkbox"/>	Other's (Specify)	<input type="checkbox"/>
Others (Specify)	<input type="checkbox"/> <input type="checkbox"/>		
20. I CERTIFY that the above answers are accurate and complete.			
<u>Nov. 09, 2010</u> Date		 Signature of Employee	
21. Describe briefly the general function of the Unit or Section. To provide instruction, research & extension services.			
22. Describe briefly the general function of the position. Instruction			
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. S. degree in the area of specialization. Experience:			
23.b Licenses or certificates required to do this work,			
24. I HEREBY CERTIFY that the above answers are accurate and complete.			
<u>Nov. 9, 2010</u> Date		 Signature and Title of Immediate Supervisor	
25. APPROVED		 JOSE L. BACUSNO Head of Agency	
 Date			