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| REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form) | | 1. NAME OF EMPLOYEE CORDOVA JULIE ANN SALES (Family Name) (Given Name) (Middle Name) | |
| 2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT DLABS Visayas State University | | 3. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY | |
| 4. DEPT./BRANCH/DIVISION | | 5. WORK STATION/PLACE OF WORK | |
| 6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. | | 6b. PREV. APPROP ACT BOARD RES/ ORD. NO. ITEM NO. | |
| 7a. SALARY P.A.: | | 7b. OTHER COMPENSATION: | |
| 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 [] CITY [X] PROVINCE [] 1 st 2 nd 3 rd 4 th 5 th 6 th [] [] [] [] [] [] | | | |
| 13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets. | | | |
| Percent of Working Time | D U T I E S | | |
| 85% | 1. Teaches assigned subject and performs other teaching related functions, among others the following: a) Prepares teaching materials/guides and submit to department head. b) Conducts examination (mid/final/long exams/quizzes). c) Checks test papers and return 1 week after exam. d) Submits grade sheets and turn over class records to department head two weeks after final examination. | | |
| 5% | 2. Member in different committees | | |
| 5% | 3. Participates in co-curricular activities. | | |
| 5% | 4. Performs other functions assigned by the department head. | | |
| ----- 100% | | | |

| 14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;">DEPARTMENT HEAD</div> | 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">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. Computer, calculator, charts, class records, board eraser, etc. | | | | | | | | | | | | | | | | | | | |
| 18. CONTRACT <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>Other (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 | [] | [] | Other (Specify) | [] | [] | 19. WORKING CONDITION Normal Working Condition [X] Field Work [] Field Trips [] Exposed to Varied Weather [] Others (Specify) [] |
| | Occasional | Frequent | | | | | | | | | | | | | | | | | |
| General Public | [] | [] | | | | | | | | | | | | | | | | | |
| Other Agencies | [] | [] | | | | | | | | | | | | | | | | | |
| Supervisors | [] | [] | | | | | | | | | | | | | | | | | |
| Management | [] | [] | | | | | | | | | | | | | | | | | |
| Other (Specify) | [] | [] | | | | | | | | | | | | | | | | | |
| 20. I CERTIFY that the above answers are accurate and complete. | | | | | | | | | | | | | | | | | | | |
| <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">Date</div> | <div style="text-align: center;"> JULIE ANN S. CORDOVA Signature of Employee </div> | | | | | | | | | | | | | | | | | | |
| 21. Describe briefly the general function of the Unit or Section. <i>A service department- to teach the students through quality instruction,, improve productivity, profitability, equity & well-being of the University as a whole.</i> | | | | | | | | | | | | | | | | | | | |
| 22. Describe briefly the general function of the position. <i>To serve technical/academic department through Instruction by teaching the basic and major subjects/graduate courses at the dept., explore possibilities on research and extension in relation to university thrusts.</i> | | | | | | | | | | | | | | | | | | | |
| 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. These items should be filled for all positions other than teaching). Education: <i>Masteral degree in the field of specialization.</i> Experience: | | | | | | | | | | | | | | | | | | | |
| 23b. Licenses or certificates required to do this work, if any. | | | | | | | | | | | | | | | | | | | |
| 24. I HEREBY CERTIFY that the above answers are accurate and complete. | | | | | | | | | | | | | | | | | | | |
| <div style="border-bottom: 1px solid black; width: 100%; text-align: center;"> <i>10-28-16</i> </div> <div style="text-align: center;">Date</div> | <div style="text-align: center;"> GUIRALDO C. FERNANDEZ, Jr., Head Signature and Title of Immediate Supervisor </div> | | | | | | | | | | | | | | | | | | |
| 25. APPROVED: <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">Date</div> | <div style="text-align: center;"> EDGARDO E. TULIN, President * Head of Agency </div> | | | | | | | | | | | | | | | | | | |