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| REPUBLIC OF THE PHILIPPINES<br>BC-CSC Form No. 1<br>(Position Description Form)   | 1. NAME OF EMPLOYEE<br><div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>BARREDO</span> <span>BAYRON</span> <span>SALES</span> </div> <div style="display: flex; justify-content: space-around; font-size: small; margin-top: 5px;"> <span>(Family Name)</span> <span>(Given Name)</span> <span>(Middle Name)</span> </div> |
| 2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT<br><div style="margin-top: 5px;">Visayas State University, Baybay City, Leyte</div>   | 3. BUREAU OR OFFICE<br><div style="margin-top: 5px;"><i>Department of Teacher Education,<br/>College of Education</i></div>  |
| 4. DEPT./BRANCH/DIVISION  | 5. WORK STATION/PLACE OF WORK  |
| <div style="display: flex;"> <div style="flex: 1;">           6a. PRES. APPRO.<br/>ACT/<br/>BOARD RES/<br/>ORD. NO.<br/>ITEM NO.         </div> <div style="flex: 1;">           6b. PREV. APPRO<br/>ACT/<br/>BOARD RES/<br/>ORD. NO.<br/>ITEM NO.         </div> </div>  | 7a. SALARY P.A.:<br><br>7b. OTHER COMPENSATION: P 24,000.00  |
| 8. OFFICIAL DESIGNATION OF POSITION<br><div style="margin-top: 5px; text-align: center;">Instructor I</div>   | 9. WORKING PROPOSED TITLE  |
| 10. WAPCO CLASSIFICATION OF THIS POSITION   | 11. OCCUPATION GROUP TITLE<br><div style="margin-top: 5px; text-align: center; font-size: small;">(leave blank)</div>  |
| 12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS<br><div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>MUNICIPALITY [ ]</span> <span>CITY [ ]</span> <span>PROVINCE [ ]</span> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px; font-size: small;"> <span>1st<br/>[ ]</span> <span>2nd<br/>[ ]</span> <span>3rd<br/>[ ]</span> <span>4th<br/>[ ]</span> <span>5th<br/>[ ]</span> <span>6th<br/>[ ]</span> </div>  |  |
| 13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.   |  |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">           Percent of :<br/>Working Time:         </div> <div style="width: 65%; text-align: center;">           D U T I E S         </div> </div> <div style="margin-top: 20px;"> <div style="display: flex; margin-bottom: 10px;"> <div style="width: 50px; text-align: right;">85%</div> <div>           1. Teaches assigned subject and performs other teaching related functions, among others the following:<br/>           a) Prepared teaching materials/guides and submit to department head.<br/>           b) Conducts examination (mid/final/long hours/quizzes).<br/>           c) Checks test papers and return 1 week after exam.<br/>           d) Submits grade sheet and turn over class records to department head two weeks after final examination.         </div> </div> <div style="display: flex; margin-bottom: 10px;"> <div style="width: 50px; text-align: right;">5%</div> <div>2. Member in different committees.</div> </div> <div style="display: flex; margin-bottom: 10px;"> <div style="width: 50px; text-align: right;">5%</div> <div>3. Participate in the co-curricular activities.</div> </div> <div style="display: flex; margin-bottom: 10px;"> <div style="width: 50px; text-align: right;">5%</div> <div>4. Perform other functions assigned by the Department Head.</div> </div> <div style="display: flex; margin-bottom: 10px;"> <div style="width: 50px; text-align: right;">100%</div> <div></div> </div> </div> |  |

| 14. POSITION TITLE OF IMMEDIATE SUPERVISOR<br><div style="text-align: center;">Department Head</div>   | 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR<br><div style="text-align: center;">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.<br><div style="text-align: center;">computer, printer, books, etc.</div>   |   |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |   |                          |       |            |     |             |     |                           |     |                  |     |
| 18. CONTRACT<br><table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[ X ]</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 | [ X ] | [ ] | Other Agencies | [ ] | [ ] | Supervisors | [ ] | [ ] | Management | [ ] | [ ] | Other (Specify) | [ ] | [ ] | 19. WORKING CONDITION<br><table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: right;">[ X ]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: right;">[ ]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: right;">[ ]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: right;">[ ]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: right;">[ ]</td> </tr> </tbody> </table> | Normal Working Condition | [ X ] | Field Work | [ ] | Field Trips | [ ] | Exposed to Varied Weather | [ ] | Others (Specify) | [ ] |
|  | Occasional  | Frequent   |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |   |                          |       |            |     |             |     |                           |     |                  |     |
| General Public   | [ X ]   | [ ]        |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |   |                          |       |            |     |             |     |                           |     |                  |     |
| Other Agencies   | [ ]   | [ ]        |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |   |                          |       |            |     |             |     |                           |     |                  |     |
| Supervisors  | [ ]   | [ ]        |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |   |                          |       |            |     |             |     |                           |     |                  |     |
| Management   | [ ]   | [ ]        |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |   |                          |       |            |     |             |     |                           |     |                  |     |
| Other (Specify)  | [ ]   | [ ]        |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |   |                          |       |            |     |             |     |                           |     |                  |     |
| Normal Working Condition   | [ X ]   |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |   |                          |       |            |     |             |     |                           |     |                  |     |
| Field Work   | [ ]   |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |   |                          |       |            |     |             |     |                           |     |                  |     |
| Field Trips  | [ ]   |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |   |                          |       |            |     |             |     |                           |     |                  |     |
| Exposed to Varied Weather  | [ ]   |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |   |                          |       |            |     |             |     |                           |     |                  |     |
| Others (Specify)   | [ ]   |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |   |                          |       |            |     |             |     |                           |     |                  |     |
| 20. I CERTIFY that the above answers are accurate and complete.<br><div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;">             August 25, 2016<br/> <hr style="width: 20%; margin: 0;"/>             Date           </div> <div style="text-align: right;"> <br/>             BAYRON S. BARREDO<br/>             Signature of Employee           </div> </div>  |   |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |   |                          |       |            |     |             |     |                           |     |                  |     |
| 21. Describe briefly the general function of the Unit or Section.<br><div style="text-align: center; margin-top: 10px;">Teaching</div>   |   |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |   |                          |       |            |     |             |     |                           |     |                  |     |
| 22. Describe briefly the general function of the position.<br><div style="text-align: center; margin-top: 10px;">Teaching</div>  |   |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |   |                          |       |            |     |             |     |                           |     |                  |     |
| 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 positions other than teaching).<br><div style="margin-top: 10px;">             Education: Master of Arts in Education- Educational Management<br/>             Experience: 5 years           </div>  |   |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |   |                          |       |            |     |             |     |                           |     |                  |     |
| 23b. Licenses or certificates required to do this work, if any.<br><div style="text-align: center; margin-top: 10px;">Licensure Exam for Teachers (LET)</div>  |   |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |   |                          |       |            |     |             |     |                           |     |                  |     |
| 24. I HEREBY CERTIFY that the above answers are accurate and complete.<br><div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;">             August 25, 2016<br/> <hr style="width: 20%; margin: 0;"/>             Date           </div> <div style="text-align: right;"> <br/>             LIJUERAJ J. CUADRA<br/>             Signature and Title of Immediate Supervisor           </div> </div>  |   |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |   |                          |       |            |     |             |     |                           |     |                  |     |
| 25. APPROVED:<br><div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <hr style="width: 20%; margin: 0;"/><br/>             Date           </div> <div style="text-align: right;"> <br/>             EDGARDO E. TULIN<br/>             Head of Agency           </div> </div>  |   |            |          |                |       |     |                |     |     |             |     |     |            |     |     |                 |     |     |   |                          |       |            |     |             |     |                           |     |                  |     |