

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE
AMESTOSO NILDA TUTOR
(Family name) (Given Name) (Middle Name)

4. DEPARTMENT, CORPORATION OF AGENCY/
LOCAL GOVERNMENT

3. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

Dept. of Business & Management, VSU, Visca

4. DEPT/BRANCH/DIVISION

DBM, VSU, Visca

5. WORK STATION/PLACE OF WORK

VSU, BAYBAY CITY, LEYTE

6a. PRES. APPROP. : 6b. PREV. APPROP.
ACT/ : ACT/
BOARD RES/ : BOARD RES
ORD. NO. : ORD. NO.
ITEM NO. : ITEM NO. **AP4-6-2011**

7a. SALARY P.A. : 7b. OTHR COMPENSTION
AUTHORIZED: **24,000.00**
ACTUAL : **339,660.00**

8. OFFICIAL DESIGNATION OF POSITION

Assistant Professor IV

9. WORKING PROPOSED TITLE

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATION GROUP TITLE
(Leave blank)

11. FOR LOCAL GOVERNMENT POSITION, CHECK 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 attach additional sheets.

Percent of
Working
Time

DUTIES:

50%

Teaches undergraduate and graduate management courses

25%

Conducts research and extension activities related to enterprise development, marketing and
record keeping

25%

Performs other duties that may be assigned by the department head

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : POSITION TITLE OF NEXT HIGHER SUPERVISOR

Department Head

: Dean, CME

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, Overhead projector, LCD, calculator, stapler, etc.

18. CONTACT

Occasional

Frequent

:

General Public

x

:

Other Agencies

x

:

Supervisors

x

:

Management

x

:

Others (specify)

x

:

19. WORKING CONDITION

Normal Working Condition

x

Field Work

Field Trips

Exposed to varied whether

Others (specify)

20. I CERTIFY that the above answers are accurate and complete.

Date

NILDA T. AMESTOSO

Signature of Employee

21. Describe briefly the general function of the unit or section.

Instruction, research, extension and production specialized in the field of business management

22. Describe briefly the general function of the position.

Instruction, research, extension and production

23a. Indicate the required qualification 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 : **Relevant masteral degree**

Experience : **2 years of relevant experience**

23b. Licenses or certificates required to do this work, if any.

25. I hereby certify that the above answers are accurate and complete.

ANTONIO P. ABAMO

Signature and Title of Immediate Supervisor

26. APPROVED:

JOSE L. BACUSMO

Head of Agency