

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

1. NAME OF EMPLOYEE  
**ABAMO** **ANTONIO PAJO**  
(Family name) (Given Name) (Middle Name)

5. DEPARTMENT, CORPORATION OF AGENCY/  
LOCAL GOVERNMENT  
VISAYAS STATE UNIVERSITY

3. BUREAU OR OFFICE

Dept. of Business & Management, VSU, ViSCA

4. DEPT/BRANCH/DIVISION

DBM, VSU, Visca

5. WORK STATION/PLACE OF WORK

BAYBAY CITY, LEYTE

6a. PRES. APPROP. : 6b. PREV. APPROP.  
ACT/ : ACT/  
BOARD RES/ : BOARD RES  
ORD. NO. : ORD NO.  
ITEM NO. : ITEM NO.

**VISCAB-APRO4-11-2014**

7a. SALARY P.A. : 7b. OTHER COMPENSATION:PERA/ACA  
AUTHORIZED:

ACTUAL

P 511,824.00

P 24,000.00

8. OFFICIAL DESIGNATION OF POSITION

**Associate 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:

85%

1. Teaches assigned subject and performs other teaching related functions, among others the following:

- Prepared teaching materials/guides and submit to department head
- Conducts examination (mid/final/long hours/quizzes)
- Checks test papers and return 1 week after exam.
- 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. Performs other functions assigned by the department head.

100%

OP1  
2/5/15

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : POSITION TITLE OF NEXT HIGHER SUPERVISOR  
Vice President for Instruction President

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles). Assoc. Prof., Asst. Prof., Instructor, Part-time Instructor, Res. Asst., Administrative Aide, Utility, Encoder

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  
Computer, Overhead projector, etc.

18. CONTACT

	Occasional	Frequent
General Public	_____	_____
Other Agencies	_____	_____
Supervisors	_____	_____
Management	_____	_____
Others (specify)	_____	_____

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.

  
ANTONIO P. ABAMO

\_\_\_\_\_  
Date

\_\_\_\_\_  
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.

23. 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 : 3 years relevant experiences; 16 hours relevant training.

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

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

\_\_\_\_\_  
Date

  
EDGARDO E. TULIN

\_\_\_\_\_  
Signature and Title of Immediate Supervisor

25. APPROVED:

  
JOSE L. BACUSMO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Agency