

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.

Desktop Computer, Laptop Computer, Printer, LCD, Overhead projector, Photocopying machine, etc.

18. CONTACT : 19. WORKING CONDITION

	Occasional	Frequent	:	
General Public	_____	<u>x</u>	:	Normal Working Condition <u>x</u>
Other Agencies	_____	_____	:	Field Work _____
Supervisors	<u>x</u>	_____	:	Field Trips _____
Management	<u>x</u>	_____	:	Exposed to varied whether _____
Others (specify)	_____	_____	:	Others (specify) _____

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

October 12, 2011

Date

DORYN JAN L. AVILA

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.

Teaching management related courses to college students; university-related functions

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 : **B. S. degree in the area of specialization.**

Experience :

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

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

ANTONIO P. ABAMO

20/18/11

Signature and Title of Immediate Supervisor

32. APPROVED:

JOSE L. BACUSMO

Head of Agency

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (POSITION DESCRIPTION FORM)	1. NAME OF EMPLOYEE AVILA DORYN JAN LAUZON (Family name) (Given Name) (Middle Name)
2. DEPARTMENT, CORPORATION OF AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY	3. BUREAU OR OFFICE 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.	7a. SALARY P.A. : 7b. OTHR COMPENSTION AUTHORIZED: : ACTUAL : :
8. OFFICIAL DESIGNATION OF POSITION Instructor I	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: 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%	

