

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

3. BUREAU OR OFFICE

**VISAYAS STATE COLLEGE OF AGRICULTURE**

**Dept. of Business & Management, VSU, Visca**

4. DEPT/BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

**DBM, VSU, Visca**

**VSU, BAYBAY, 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

9. WORKING PROPOSED TITLE

**Instructor I**

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.



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, DLP, calculator, stapler, etc.

18. CONTACT

	Occasional	Frequent
General Public	<u>x</u>	
Other Agencies		
Supervisors		
Management		
Others (specify)		

19. WORKING CONDITION

Normal Working Condition	<u>x</u>
Field Work	
Field Trips	
Exposed to varied whether	
Others (specify)	

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

November 09, 2015

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.

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 : Masteral degree in the area of specialization  
Experience :

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

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

ANTONIO P. ABAMO

Signature and Title of Immediate Supervisor

21. APPROVED:

Date

EDGARDO E. TULIN

Head of Agency

Date