BC-CSC Form	No. 1 SCRIPTION FORM)	BULAYOG ERNESTO FUENTES (Family name) (Given Name) (Middle Name)	
LOCAL GO	ENT, CORPORTION OF AGENCY/ OVERNMENT STATE UNIVERSITY	3. BUREAU OR OFFICE Department of Economics	
4. DEPT/BRAN	NCH/DIVISION	5. WORK STATION/PLACE OF WORK	
College	e of Management and Economics	Visca, Baybay City, Leyte	
6a. PRES. APP ACT/ BOARD RE ORD. NO. ITEM NO.	ROP.: 6b. PREV. APPROP. : ACT/ S/: BOARD RES : ORD NO. : ITEM NO.	7a. SALARY P.A.: 7b. OTHR COMPENSTION AUTHORIZED: PERA/ACA ACTUAL:	
	ESIGNATION OF POSITION ASST - PROF II	9. WORKING PROPOSED TITLE	
10. WAPCO CL	ASSIFICATION OF THIS POSITION	11. OCCUPATION GROUP TITLE (Leave blank)	
	CIPALITY CITY 1st 2nd 3rd 4th	VERNMENT UNIT AND UNIT'S CLASS PROVINCE 54th 6th 6	
13. STATEMEN	NT OF DUTIES AND RESPONSIBILITIES	. If more space is needed, please attach additional sheets.	
Percent of Working Time	DUTIES:		
85%	 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.	. Member in different committees.	
5%	3. Participate in the co-curricular activities.		
5%	4. Perform other functions assigned by the Department Head.		
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : POSITION TITLE OF NEXT HIGHER SUPERVISOR : Department Head : Dean of College/Vice President for Academic Affairs :			
17. MACHINES, EQUIPMENT, TOOLS,	etc. used regularly in performance of work.		
Writing boards, transparencies, co	omputer, projector, etc.		
18. CONTACT	: 19. WORKING CONDITION		
Occasional	Frequent :		
General Public	X : Normal Working Condition		
Other Agencies <u>x</u> Supervisors	: Field Work X : Field Trips X		
Management	x : Exposed to varied whether x		
Others (specify)students	x : Others (specify) classroom x		
20. I CERTIFY that the above answers are	accurate and complete.		
	John John		
04/19/13	ERNESTO F. BULAYOG		
04/19/13 Date	Signature of Employee		
21 Describe briefly the general function of	of the unit or section		
21. Describe briefly the general function of	if the unit of section.		
BS degree in the area of specializa	ation		
22. Describe briefly the general function o	of the position.		
Instruction, research and extension	n		
instruction, research and extension	it.		
	y years and kind of education considered in filling up a vacancy for this position than the qualifications of the present incumbent. This item should be filled for a		
Education : MS degree in the area of s Experience: 1 yr. of relevant experien			
23b. Licenses or certificates required to do	this work, if any.		
23. I hereby certify that the above answers	s are accurate and complete. A. Q.		
176 250 010 179	right		
	MA. SALOME B. BULAYOG		
04/24/13	Department Head		
Date	Signature and Title of Influediate Supervisor		
A4 APPROVED	thin the same of t		
24. APPROVED:	JOSE L. BACUSMO President		
	resident		
Date	Head of Agency		