

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

1. NAME OF EMPLOYEE BULAYOG ERNESTO FUENTES (Family name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OF AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY	3. BUREAU OR OFFICE Department of Economics
4. DEPT/BRANCH/DIVISION College of Management and Economics	5. WORK STATION/PLACE OF WORK Visca, 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: PERA/ACA : ACTUAL : :
8. OFFICIAL DESIGNATION OF POSITION ASST. PROF II	9. WORKING PROPOSED TITLE
10. WAPCO CLASSIFICATION OF THIS POSITION	11. OCCUPATION GROUP TITLE (Leave blank)

12. FOR LOCAL GOVENMENT POSITION, CHECK GOVERNMENT UNIT AND UNIT'S CLASS

MUNICIPALITY	<input type="checkbox"/>	CITY	<input type="checkbox"/>	PROVINCE	<input type="checkbox"/>
1st	<input type="checkbox"/>	2nd	<input type="checkbox"/>	3rd	<input type="checkbox"/>
4th	<input type="checkbox"/>	5th	<input type="checkbox"/>	6th	<input type="checkbox"/>

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%	

