

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE Centino Zyma May Homes <small>(Family Name) (Given Name) (Middle Name)</small>	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VSU	
4. DEPT./BRANCH/DIVISION Dept. of Economics		5. WORK STATION/PLACE OF WORK VSU	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. VISCAB-IN3T1-2-2009	7a. SALARY P.A.: P200,712.00 7b. OTHER COMPENSATION PERA/ACA P24,000	
8. OFFICIAL DESIGNATION OF POSITION Instructor I		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE <small>(leave blank)</small>	
12. FOR LOCAL GOVERNMENT POSITION; CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] 1st 2nd 4th 5th 6th [] [] [] [] []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please use additional sheets.			
Percent of Working Time : DUTIES			
85%	1. Teaches assigned subject and performs other teaching related functions, among others the following: <ul style="list-style-type: none"> 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%			

