

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

8. DEPARTMENT, CORPORTION OF AGENCY/
LOCAL GOVERNMENT

Visayas State University, Baybay City, Leyte

4. DEPT/BRANCH/DIVISION

College of Management and Economics

6a. PRES. APPROP. : 6b. PREV. APPROP.
ACT/ : ACT/
BOARD RES/ : BOARD RES
ORD. NO. : ORD NO.
ITEM NO. : ITEM NO. VLSCAD-INST-2-2009

8. OFFICIAL DESIGNATION OF POSITION

Instruction t

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE
CENTINO **ZYRA MAY** **HOMES**
(Family name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

Department of Economics

5. WORK STATION/PLACE OF WORK

Visca, Baybay City, Leyte

7a. SALARY P.A. ₱ 279,280.00
7b. Other Compensation: P24,000.00

9. WORKING PROPOSED TITLE

11. OCCUPATION GROUP TITLE
(Leave blank)

12. FOR LOCAL GOVENMENT 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%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : POSITION TITLE OF NEXT HIGHER SUPERVISOR

Department Head

College Dean

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.

Calculator, computer, overhead/slide projector, etc.

18. CONTACT

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

19. WORKING CONDITION

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

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

04, 22, 2013
Date


ZYRA MAY H. CENTINO

Signature of Employee

21. Describe briefly the general function of the unit or section.

Provide instruction, research and extension services.

22. Describe briefly the general function of the position.

Instruction, research and extension

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 : ~~MS~~ degree in the area of specialization

Experience : 1 yr. of relevant experience; 4 hrs. of relevant training.

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

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


MA. SALOME B. BULAYOG
Department Head

Signature and Title of Immediate Supervisor

34. APPROVED:


JOSE L. BACUSMO
President

Date