

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

1. NAME OF EMPLOYEE <b>BULAYOG      ERNESTO      FUENTES</b> (Family name)      (Given Name)      (Middle Name)	
2. DEPARTMENT, CORPORTION 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. <i>USCAB-AP2 - 15-2011</i>	7a. SALARY P.A. : 7b. OTHR COMPENSTION AUTHORIZED: PERA/ACA <i>722.528</i> : <i>274.00</i> ACTUAL : :
8. OFFICIAL DESIGNATION OF POSITION <i>Asst Prof. II</i>	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"/> 54th <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%	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : POSITION TITLE OF NEXT HIGHER SUPERVISOR  
Department Head : Dean of College/Vice President for Instruction

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles).

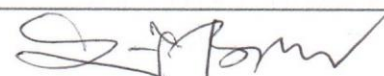
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

Writing boards, transparencies, computer, projector, etc.

18. CONTACT	Occasional	Frequent	19. WORKING CONDITION
General Public		X	Normal Working Condition
Other Agencies	X		Field Work
Supervisors		X	Field Trips
Management		X	Exposed to varied whether
Others (specify) students		X	Others (specify) classroom

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

26 March 2014  
Date

  
ERNESTO F. BULAYOG  
Signature of Employee

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

To provide instruction, research & 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 teaching experience, 4 yrs. of extension service.

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

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

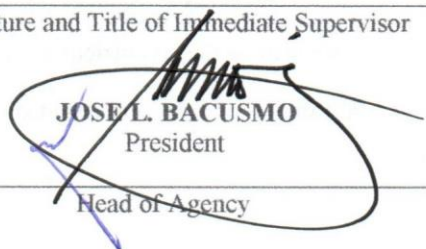
  
MA. SALOME B. BULAYOG  
Department Head

Date

Signature and Title of Immediate Supervisor

24. APPROVED:

Date

  
JOSE L. BACUSMO  
President  
Head of Agency