REPUBLIC OF THE PHILIPPINES  BC-CSC Form No. 1 (POSITION DESCRIPTION FORM)		1. NAME OF EMP BELLEZAS (Family name)	LOYEE  MARIA HAZEL  (Given Name)	INOCENTE (Middle Name)
2. DEPARTMENT, CORPORTION OF AGENCY/ LOCAL GOVERNMENT		3. BUREAU OR OFFICE		
Visayas State University, Baybay City, Leyte		Department of Economics		
4. DEPT/BRANCH/DIVISION		5. WORK STATIC	N/PLACE OF WORK	
College of Management and Economics		Visca, Baybay, Leyte		
6a. PRES. APPI ACT/ BOARD RES ORD. NO. ITEM NO.	ROP.: 6b. PREV. APPROP. : ACT/ S/: BOARD RES : ORD NO. : ITEM NO. VISCAB AP 16- 2004		: ( 327, 536. W sation : ( 24.00	
8. OFFICIAL DESIGNATION OF POSITION Assistant Professor #		9. WORKING PRO	POSED TITLE	
10. WAPCO CL	ASSIFICATION OF THIS POSITION	11. OCCUPATION (Leave bl		
12. FOR LOCAL	GOVENMENT POSITION, CHECK GOV	ERNMENT UNIT A	ND UNIT'S CLASS	
MUNIC	CIPALITY CITY	PI	ROVINCE	
	1st 2nd 3 <sup>3rd</sup> 4th [	54th	6th	
13. STATEMEN	T OF DUTIES AND RESPONSIBILITIES.	If more space is need	led, please attach additi	onal sheets.
Percent of Working Time	ing			
85%	Teaches assigned subject and performs other teaching related functions, among others the following:     Prepared teaching materials/guides and submit to department head.     Conducts examination (mid/final/long hours/quizzes).     Checks test papers and return 1 week after exam.     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%	5% 4. Perform other functions assigned by the Department Head.			
100%	I .			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR	: POSITION TITLE OF NEXT HIGHER SUPERVISOR
Department Head	: College Dean/Vice-President for Instruction
16. NAMES, TITLES AND ITEM NOS. OF THOSE YO nos. and titles).	DU DIRECTLY SUPERVISE (if more than (7), list only by their item
17. MACHINES, EQUIPMENT, TOOLS, etc. used regula	arly in performance of work
Calculator, computer, overhead/slide projector, et	tc.
18. CONTACT :	: 19. WORKING CONDITION
General Publicx :	Normal Working Condition x
Other Agencies	Field Work
Supervisors	: Field Trips
Management Others (specify)students	Exposed to varied whether
Outers (specify)students	Others (specify) classroom
20. I CERTIFY that the above answers are accurate and co	omplete. / 1 /2
December 18 2014	MARIA HAZEL I. BELLEZAS
December 18, 2014  Date	Signature of Employee
21. Describe briefly the general function of the unit or sect	tion.
Provide instruction, research and extension service	ees.
22. Describe briefly the general function of the position.	
Instruction, research and extension.	
23a. Indicate the required qualification by years and kind (Keep the position in mind rather than the qualification positions other than teaching).	d of education considered in filling up a vacancy for this position. ations of the present incumbent. This item should be filled for all
Education: As degree in the area of specialization Experience: 1 yr. of relevant experience; 4 hrs. of relevant	evant training.
23b. Licenses or certificates required to do this work, if any	y.
27. I hereby certify that the above answers are accurate and	d complete. M
	MA. SALOME B. BULAYOG  Department Head
Date	Signature and Title of Immediate Supervisor
28. APPROVED:	, -
The state of the s	JOS OF BACUSMO
	President
Date	

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