

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

2. DEPARTMENT, CORPORTION OF AGENCY/ LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte	1. NAME OF EMPLOYEE BELLEZAS MARIA HAZEL INOCENTE (Family name) (Given Name) (Middle Name)
4. DEPT/BRANCH/DIVISION College of Management and Economics	3. BUREAU OR OFFICE Department of Economics
6a. PRES. APPROP. : 6b. PREV. APPROP. ACT/ : ACT/ BOARD RES/ : BOARD RES ORD. NO. : ORD NO. ITEM NO. : ITEM NO. VISCAB API-14- 2004	5. WORK STATION/PLACE OF WORK Visca, Baybay, Leyte
8. OFFICIAL DESIGNATION OF POSITION Assistant Professor I	7a. SALARY P.A. : P245,880.00 7b. Other Compensation :
10. WAPCO CLASSIFICATION OF THIS POSITION	9. WORKING PROPOSED TITLE
	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"/>	3 rd	<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%	

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	:	19. WORKING CONDITION
General Public	<u> x </u>	<u> </u>	:	Normal Working Condition <u> x </u>
Other Agencies	<u> </u>	<u> </u>	:	Field Work <u> </u>
Supervisors	<u> </u>	<u> </u>	:	Field Trips <u> </u>
Management	<u> </u>	<u> </u>	:	Exposed to varied whether <u> </u>
Others (specify) students	<u> </u>	<u> </u>	:	Others (specify) classroom <u> </u>

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

lu 7. 12

December 6, 2011

Date

MARIA HAZEL I. BELLEZAS

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 : BS 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.

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

[Signature]

PEDRO T. ARMENIA
Department Head

Date

Signature and Title of Immediate Supervisor

28. APPROVED:

Date

[Signature]
JOSE L. BACUSMO
President