

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

1. NAME OF EMPLOYEE CENTINO ZYRA MAY HOMES (Family name) (Given Name) (Middle Name)	
8. DEPARTMENT, CORPORTION OF AGENCY/ LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte	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. LS <i>Visca Bay - 1041-2-2017</i>	7a. SALARY P.A. : 7b. OTHER COMPENSATION AUTHORIZED : PERA/ACA <i>P 247,812-</i> : ACTUAL : <i>P 24,000-</i> :
8. OFFICIAL DESIGNATION OF POSITION <i>Instructor J</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	☐	CITY	☐	PROVINCE	☐
1st	☐	2nd	☐	3 rd	☐
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/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.

Calculator, computer, overhead/slide projector, etc.

18. CONTACT

Occasional

Frequent

General Public

X

Other Agencies

Supervisors

Management

Others (specify) students _____

19. WORKING CONDITION

Normal Working Condition

X

Field Work

Field Trips

Exposed to varied whether

Others (specify) classroom

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

April 6, 2016

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.

April 5, 2016

Date _____

MOISES NEIL V. SERIÑO
Department Head

Signature and Title of Immediate Supervisor

34. APPROVED:

EDGARDO E. TULIN
President

Date _____