

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.	7a. SALARY P.A. : 7b. OTHER COMPENSATION AUTHORIZED : PERA/ACA P239,280.w : P24,000- ACTUAL : WSCAP-INST-2-2009
8. OFFICIAL DESIGNATION OF POSITION  Instructor 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"/>	3 <sup>rd</sup>	<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%	

