REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (POSITION DESCRIPTION FORM)		1. NAME OF EMPLO CENTINO (Family name)	OYEE ZYRA MAY (Given Name)	HOMES (Middle Name)
8. DEPARTMENT, CORPORTION OF AGENCY/ LOCAL GOVERNMENT		3. BUREAU OR OFFICE Department of Economics		
Visayas State University, Baybay City, Leyte				
4. DEPT/BRANCH/DIVISION		5. WORK STATION	PLACE OF WORK	
College of Management and Economics		Visca, Baybay City, Leyte		
6a. PRES. APPE ACT/ BOARD RES ORD. NO. ITEM NO.	ROP.: 6b. PREV. APPROP. : ACT/ S/: BOARD RES : ORD NO. : ITEM NO. LISCAP - UN	7a. SALARY P.A. : AUTHORIZED 239, 280. W ACTUAL 2-2009	7b. OTHER COME PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION Instructor [9. WORKING PROPOSED TITLE		
10. WAPCO CL	ASSIFICATION OF THIS POSITION	11. OCCUPATION G (Leave blan		P Do Go
	CIPALITY CITY		D UNIT'S CLASS	Bakanyasi Caramatan
	1st 2nd 3 ^{3rd} 4th [54th 6t	ih	
13. STATEMEN	T OF DUTIES AND RESPONSIBILITIES.	If more space is needed	d, please attach additi	onal sheets.
Percent of Working Time	DUTIES:			М
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%	Perform other functions assigned by the Department Head.			
100%				

14. POSITION TITLE OF IMMEDIATE SUPERVIS	SOR : POSITION TITLE OF NEXT HIGHER SUPERVISOR
Department Head	: College Dean/Vice-President for Instruction
16. NAMES, TITLES AND ITEM NOS. OF THOSE nos. and titles).	E YOU DIRECTLY SUPERVISE (if more than (7), list only by their item
17. MACHINES, EQUIPMENT, TOOLS, etc. used	regularly in performance of work.
Calculator, computer, overhead/slide project	or, etc.
18. CONTACT Occasional General Public Other Agencies Supervisors Management Others (specify) students	Normal Working Condition X
20. I CERTIFY that the above answers are accurate a	nd complete.
March 26,2014	ZYRA MAY H. CENTINO
Date	Signature of Employee
21. Describe briefly the general function of the unit of	r section.
Provide instruction, research and extension s	services.
22. Describe briefly the general function of the positi	on.
Instruction, research and extension	
	d kind of education considered in filling up a vacancy for this position alifications of the present incumbent. This item should be filled for a
Education : MS degree in the area of specializat Experience : 1 yr. of relevant experience; 4 hrs. of	ion of relevant training.
23b. Licenses or certificates required to do this work,	if any.
33. I hereby certify that the above answers are accur-	ate and complete. Mg
	MA. SALOME B. BULAYOG Department Head
Date 34. APPROVED:	Signature and Title of immediate Supervisor
	SOSE L. BACUSMO President
Date	