

2. 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

7a. SALARY P.A. : : P205,428.00

7b. Other Compensation: P24,000.00

8. OFFICIAL DESIGNATION OF POSITION

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 ☐ 3rd ☐ 4th ☐ 54th ☐ 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%	

1004
8P#7297
7/18

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.

July 13, 2012
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 : BS degree in the area of specialization
Experience : 1 yr - 1 review - experience, hrs. of. relevant training.

23b. Licenses or certificates required to do this work, if any.

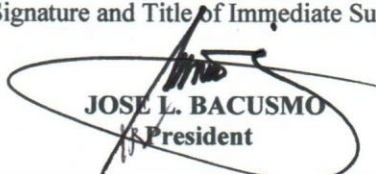
21. I hereby certify that the above answers are accurate and complete.

Date


MA. SALOME B. BULAYOG
Department Head
Signature and Title of Immediate Supervisor

22. APPROVED:

Date


JOSE L. BACUSMO
President