

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

2. DEPARTMENT, CORPORATION OF AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE UNIVERSITY

4. DEPT/BRANCH/DIVISION

College of Management and Economics

6a. PRES. APPROP. : 6b. PREV. APPROP.
ACT/ : ACT/
BOARD RES/ : BOARD RES
ORD. NO. : ORD NO.
ITEM NO. : ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

10. WAPCO CLASSIFICATION OF THIS POSITION

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT UNIT AND UNIT'S CLASS

MUNICIPALITY ☐ CITY ☐ PROVINCE ☐
1st ☐ 2nd ☐ 3rd ☐ 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%

204
DPA 10657
11/3

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : POSITION TITLE OF NEXT HIGHER SUPERVISOR
Department Head : Dean of College/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.
Writing boards, transparencies, computer, projector, etc.

18. CONTACT	Occasional	Frequent	19. WORKING CONDITION
General Public		X	Normal Working Condition
Other Agencies	X		Field Work
Supervisors		X	Field Trips
Management		X	Exposed to varied whether
Others (specify) students		X	Others (specify) classroom

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

14 OCTOBER 2016
Date

ERNESTO F. BULAYOG
Signature of Employee

21. Describe briefly the general function of the unit or section.

BS degree in the area of specialization

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.

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

10/19/16
Date

MOISES NEIL V. SERIÑO
Department Head
Signature and Title of Immediate Supervisor

24. APPROVED:

Date

EDGARDO E. TULIN
President
Head of Agency