

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

SERINO

(Family name)

MOISES NEIL

(Given Name)

VILLAFLOR

(Middle Name)

11. DEPARTMENT, CORPORATION OF AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE UNIVERSITY

3. BUREAU OR OFFICE

Department of Economics

4. DEPT/BRANCH/DIVISION

College of Management & 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.

VISCAB-INST-16-2014

7a. SALARY P.A. :

P 276,528.00

7b. Other Compensation:

8. OFFICIAL DESIGNATION OF POSITION

Instructor III

9. WORKING PROPOSED TITLE

INSTRUCTOR III

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATION GROUP TITLE

(Leave blank)

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%

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.

Computer, LCD, TV monitor, writing boards, transparencies, etc.

18. CONTACT

	Occasional	Frequent
General Public		X
Other Agencies	X	
Supervisors		X
Management		X
Others (specify) students		X

19. WORKING CONDITION

Normal Working Condition	
Field Work	
Field Trips	X
Exposed to varied whether	X
Others (specify) classroom	X

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

12/18/14
Date

MOISES NEIL V. SERIÑO

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.

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

MA. SALOME B. BULAYOG
Department Head

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

JOSE L. BACUSMO
President