SPUBLIC OF THE PHILIPPINES	1. NAME OF EMPLOYEE
BC-CSC Form No. 1	TEVES JOVIEL ROPRISUEZ
(Position Description Form)	(Family Name) (Given Name) (Middle Name)
2. SEPARTMENT, CORPORATION OR AGENCY/	3. BUREAU OR OFFICE
VISAYAS STATE UNIVERSITY	VSU
4. DEPT/BRANCH/DIVISION	5. WORK STATION/PLACE OF WORK
DEPARTMENT OF BUSINESS & MGMT.	VSU
6a S. APPRO. 6b. PREV. APPRO ACT/	7a. SALARY P.A.:
ORD. NO. BOARD RES/	7b. OTHER COMPENSATIONERA/ACA
8. CFFICIAL DESIGNATION OF POSITION INSTRUCTOR I	9. WORKING PROPOSED TITLE
10. WAPCO CLASSIFICATION OF THIS POSITION	(leave blank)
1st 2nd	4th 5th 6th
13. STATEMENT OF DUTIES AND RESPONSIBILIT estach additional sheets.	ITES. If more space is needed, please
Percent of :	
DUTIES	
a dia PROPERTO DE EXEMPLIANTE POR LA COMPANION DE LA COMPANION	A record of conditional laws, bridges, sets as also like to be
85% 1. Teaches assigned subject and participation among others the following	performs other teaching related functions,
<ul><li>a) Prepared teaching materials/guides and submit to department head.</li><li>b) Conducts examination (mid/final/long hours/quizzes).</li></ul>	
c) Checks test papers and	return 1 week after exam.  turn over class records to department head
two weeks after final examination.	
5% : 2. Member in different committees.	
5% 3. Participate in the co-curricu	
5% 4. Perform other functions assign	
1008	2 Spar Michel Head.
ale and their the consense.	

1-13-11

## DESTION TITLE OF IMMEDIATE SUPERVISOR 15, POSITION TITLE OF NEXT HIGHER SUPERVISOR DEPARTMENT HEAD COLLEGE DEAN , CME 18. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUFFERMISE(7) list only by their item nos. and titles) 17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Laptop / Computer white board /challpoint pental pens / ballpen bond paper white board Projector ballpens printer CONTACT 19. WORKING CONDITION Occasional Frequent Normal Working Condition [x] General Public 11 [x] Field work [] Other Agencies [] [] Field Trips [] Supervisors [] [x] Exposed to Varied Weather Management Other's (Specify) [X] [] Others (Specify) 20. I CERTIFY that the above answers are accurate and complete. 10 January 2011 Signature of Employee Describe briefly the general function of the Unit or Section. Instruction, Research, Extension & Production specialized in the field of Business Management Describe briefly the general function of the position. Instruction Research, Extension & Production 23.a Indicate the required qualifications 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: B. S. degree in the area of specialization. Experience: licenses or certificates required to do this work, HEREBY CERTIFY that the above answers are accurate and complete. Date Signature and Title of Immediate Supervisor 25 APPROVED

Date

of Agency