

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE TEVES JOVIEL RODRIGUEZ (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VSU	
4. DEPT./BRANCH/DIVISION DEPARTMENT OF BUSINESS & MGMT.		5. WORK STATION/PLACE OF WORK VSU	
6a. S. APPRO. BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO.	7a. SALARY P.A.: 7b. OTHER COMPENSATION PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION INSTRUCTOR I		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION; CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] 1st 2nd 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%		

