

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 OF AGENCY/
LOCAL GOVERNMENT

3. BUREAU OR OFFICE

VISAYAS STATE COLLEGE OF AGRICULTURE

Dept. of Business & Management, VSU, Visca

4. DEPT/BRANCH/DIVISION

DBM, VSU, Visca

5. WORK STATION/PLACE OF WORK

VSU, VISCA, BAYBAY CITY, LEYTE

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

7a. SALARY P.A. : 7b. OTHR COMPENSTION
AUTHORIZED:
ACTUAL :

8. OFFICIAL DESIGNATION OF POSITION

Instructor

9. WORKING PROPOSED TITLE

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATION GROUP TITLE
(Leave blank)

11. 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.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : POSITION TITLE OF NEXT HIGHER SUPERVISOR

Department Head

Dean, CME

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, DLP, calculator, stapler, etc.

18. CONTACT

	Occasional	Frequent
General Public	_____	_____x_____
Other Agencies	_____	_____
Supervisors	_____	_____x_____
Management	_____	_____x_____
Others (specify)	_____	_____

19. WORKING CONDITION

Normal Working Condition	_____x_____
Field Work	_____
Field Trips	_____
Exposed to varied weather	_____
Others (specify)	_____

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

1 JUNE 2016

Date


JOVIEL R. TEVES

Signature of Employee

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

Instruction, research, extension and production specialized in the field of business management

22. Describe briefly the general function of the position.

Instruction, research, extension and production

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 : Masteral degree in the field of specialization.
Experience :

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

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


ANTONIO P. ABAMO

Signature and Title of Immediate Supervisor

22. APPROVED:


EDGARDO E. TULIN

Head of Agency

Date

Date