

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

12. DEPARTMENT, CORPORATION OF AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE UNIVERSITY

4. DEPT/BRANCH/DIVISION

College of Agriculture

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

8. OFFICIAL DESIGNATION OF POSITION

Instructor I

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

SERIÑO **MOISES NEIL VILLAFLO**
(Family name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

Department of Economics

5. WORK STATION/PLACE OF WORK

Visca, Baybay, Leyte

7a. SALARY P.A. : 7b. OTHR COMPENSTION
AUTHORIZED: PERA/ACA

ACTUAL

P181,478-

P24,000-

9. WORKING PROPOSED TITLE

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:

70%

Teaches economics/agricultural economics subjects

20%

Perform administrative duties

10%

Do community/extension services, including advisorship to organizations.

100%

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

Department Head

Dean of College/Vice President for Academic Affairs

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, etc.

18. CONTACT

	Occasional	Frequent
General Public		<u>X</u>
Other Agencies	<u>X</u>	
Supervisors		<u>X</u>
Management		<u>X</u>
Others (specify) students		<u>X</u>

19. WORKING CONDITION

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

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

11/25/2009

Date

MOISES NEIL V. SERIÑO

Signature of Employee

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

Provide teaching/instruction service to college and graduate students.

40. Describe briefly the general function of the position.

Teach subjects related to economics, as well as do research, administrative and extension services.

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 : B.S. degree in the area of specialization.
Experience:

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

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

PEDRO T. ARMENIA
Department Head

Signature and Title of Immediate Supervisor

42. APPROVED:

Date

JOSE L. BACUSMO
President

Head of Agency

Date