

**REPUBLIC OF THE PHILIPPINES**

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

**HOMES**

**ZYRA MAY**

(Family name)

(Given Name)

(Middle Name)

9. DEPARTMENT, CORPORATION OF GENCY/  
LOCAL GOVERNMENT

VISAYAS STATE UNIVERSITY

3. BUREAU OR OFFICE

Department of Economics

4. DEPT/BRANCH/DIVISION

College of Agriculture

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. LS

7a. SALARY P.A. : 7b. OTHR COMPENSTION  
AUTHORIZED: ₱ 162,144.00  
ACTUAL :  
:

8. OFFICIAL DESIGNATION OF POSITION

Instructor I

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

☐

3<sup>rd</sup>

☐

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 and agricultural economics subjects;

10%

Performs administrative duties;

10%

Do community/extension services, including organizations.

10%

Other duties and responsibilities that may be assigned by the dept. head.

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.

Calculator, computer, overhead/slide projector, etc.

18. CONTACT


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

19. WORKING CONDITION

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

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

April 16, 2009  
Date

  
**ZYRA MAY JONES**  
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 : BS degree relevant to the job.

Experience : 5 years of relevant experience; 1 year of experience in teaching.

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

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

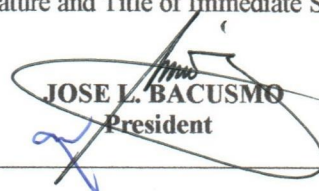
April 16, 2009  
Date

  
**JOSE M. ALKINO, JR**  
Department Head

Signature and Title of Immediate Supervisor

34. APPROVED:

\_\_\_\_\_  
Date

  
**JOSE L. BACUSMO**  
President