

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

1. NAME OF EMPLOYEE
RATILLA MARK CATINGAN
(Family name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OF AGENCY/
LOCAL GOVERNMENT

3. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

Department of Business and Management

4. DEPT/BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

DBM, VISCA

BAYBAY, 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 :

ACTUAL :

ACTUAL :

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING PROPOSED TITLE

INSTRUCTOR I

10. WAPCO CLASSIFICATION OF THIS POSITION

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:

50%

1. Types and cut stencils of exams, handouts, course outlines, syllabi, teaching guides and others.

15%

2. Types communications and reports.

10%

3. Prepares and types job requests, travel vouchers, payrolls, purchase requests and application for leave.

5%

4. Files and retrieves communications, memos, and other official records.

5%

5. Distributes handouts, syllabi, course outlines to students.

5%

6. Receives and relays telephone calls.

5%

7. Sorts, collates and staples exams, syllabi, handouts, course outlines, teaching guides and other materials.

3%

9. Assists in the conduct of evaluation of DBM faculty.

2%

10. Acts as co-class controller of Agrib. Courses during enrollment time.

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

Department Head : Dean, College of Management and Economics

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, LCD projector, printer, chalk board, white board, calculator, pencils, ball pens,

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 whether	
Others (specify)	

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

20/10/2015

Date

MARK C RATILLA

Signature of Employee

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

Provide services for instruction, research and extension programs/projects of the department.

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 : Master degree in the field of specialization.
Experience :

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

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

ANTONIO P. ABAMO

Date

Signature and Title of Immediate Supervisor

24. APPROVED:

Date

EDGARDO E. TULIN

Head of Agency