

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (POSITION DESCRIPTION FORM)		1. NAME OF EMPLOYEE BULAYOG ERNESTO FUENTES (Family name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORTION OF AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE Department of Economics	
4. DEPT/BRANCH/DIVISION College of Management and Economics		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.		7a. SALARY P.A. : 7b. OTHR COMPENSTION AUTHORIZED: PERA/ACA : ACTUAL : :	
8. OFFICIAL DESIGNATION OF POSITION		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (Leave blank)	

12. FOR LOCAL GOVENMENT 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.
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).

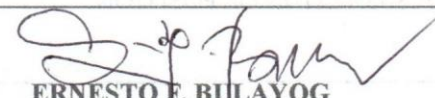
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

Writing boards, transparencies, computer, projector, etc.

18. CONTACT	Occasional	Frequent	:	19. WORKING CONDITION
General Public	_____	_____	:	Normal Working Condition _____
Other Agencies	_____ <u>x</u> _____	_____ <u>x</u> _____	:	Field Work _____
Supervisors	_____	_____ <u>x</u> _____	:	Field Trips _____ <u>x</u> _____
Management	_____	_____ <u>x</u> _____	:	Exposed to varied whether _____ <u>x</u> _____
Others (specify) students _____	_____	_____ <u>x</u> _____	:	Others (specify) classroom _____ <u>x</u> _____

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

30 May 2012
Date


ERNESTO F. BULAYOG
Signature of Employee

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

BS degree in the area of specialization

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).

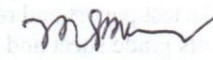
Education : BS degree in the area of specialization

Experience: _____

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

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

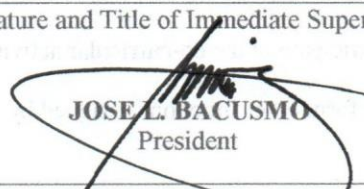
30 May 2012
Date


MA. SALOME B. BULAYOG
Department Head

Signature and Title of Immediate Supervisor

24. APPROVED:

Date


JOSE L. BACUSMO
President
Head of Agency