BC-CSC Form N	No. 1 SCRIPTION FORM)	1. NAME OF EMPLOYEE  SERIÑO MOISES NEIL VILLAFLOR  (Family name) (Given Name) (Middle Name)
11. DEPARTMENT, CORPORTION OF AGENCY/ LOCAL GOVERNMENT  VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE  Department of Economics
4. DEPT/BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK
College of Management & Economics		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. Other Compensation:
8. OFFICIAL D	ESIGNATION OF POSITION	9. WORKING PROPOSED TITLE
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (Leave blank)
MUNIC	CIPALITY CITY  1st 2nd 3rd 4th	PROVINCE 54th 6th
13. STATEMEN	NT OF DUTIES AND RESPONSIBILITIES.	. If more space is needed, please attach additional sheets.
Percent of Working Time	DUTIES:	
85%	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%		

(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: 1 yr. of relevant experience; 4 hrs. of relevant training.  23b. Licenses or certificates required to do this work, if any.  24. I hereby certify that the above answers are accurate and complete.  MA. SALOME B. BULAYOG Department Head  Signature and Title of Immediate Supervisor  25. APPROVED:  JOSE J BACUSMO President	14. POSITION TITLE OF IMMEDIATE SUPERVISOR	: POSITION TITLE OF NEXT HIGHER SUPERVISOR
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  Computer, LCD, TV monitor, writing boards, transparencies, etc.  18. CONTACT  General Public Other Agencies Normal Working Condition Other Agencies Supervisors Management Others (specify) students Others (specify) students Others (specify) students Others (specify) classroom  20. I CERTIFY that the above answers are accurate and complete.  9 20 13 Date  MOISES NEIL V. SERINO 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 in the area of specialization Experience: 1 yr. of relevant experience; 4 hrs. of relevant training.  23b. Licenses or certificates required to do this work, if any.  24. I hereby certify that the above answers are accurate and complete.  MA. SALOME B. BULAYOG Department Head  Signature and Title of mmediate Supervisor  25. APPROVED:	Department Head	: Dean of College/Vice President for Academic Affairs
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