

**REPUBLIC OF THE PHILIPPINES**

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

**1. NAME OF EMPLOYEE****SERIÑO**      **MOISES NEIL**      **VILLAFLORES**  
(Family name)      (Given Name)      (Middle Name)**11. DEPARTMENT, CORPORATION OF AGENCY/  
LOCAL GOVERNMENT**

VISAYAS STATE UNIVERSITY

**3. BUREAU OR OFFICE**

Department of Economics

**4. DEPT/BRANCH/DIVISION**

College of Management &amp; 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. LS

**7a. SALARY P.A. :****7b. Other Compensation:****8. OFFICIAL DESIGNATION OF POSITION****9. WORKING PROPOSED TITLE****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:**

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.

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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.

Computer, LCD, TV monitor, 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.

8/20/13

Date

MOISES NEIL V. SERIÑO

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.

8/20/13

Date

MA. SALOME B. BULAYOG  
Department Head

Signature and Title of Immediate Supervisor

25. APPROVED:

JOSE L. BACUSMO  
President

Date