

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

NAME OF EMPLOYEE  
**SALABAO ANALITA ABELLA**  
(Family name) (Given Name) (Middle Name)

8. DEPARTMENT, CORPORATION OF AGENCY/  
LOCAL GOVERNMENT

3. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

Dept. of Business & Management, VSU, Visca

4. DEPT/BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

DBM, VSU, Visca

VSU, BAYBAY CITY, LEYTE

6a. PRES. APPROP. : 6b. PREV. APPROP.

7a. SALARY P.A. : 7b. OTHR COMPENSTION

ACT/

AUTHORIZED: P 337,608.00

BOARD RES/ : BOARD RES

ORD. NO. : ORD. NO.

ACTUAL : P 24,000.00

ITEM NO. : ITEM NO. VISCAB-APRO3-7-1998

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING PROPOSED TITLE

Assistant Professor IV

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

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%

Teaches undergraduate and graduate management courses

25%

Conducts research and extension activities related to enterprise development, marketing and record keeping

25%

Performs other duties that may be assigned by the department head



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

ANALITA A. SALABAO  
(Department Head)

Dean, CEAI

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, Overhead projector, LCD, calculator, stapler, etc.

18. CONTACT

	Occasional	Frequent
General Public		<input checked="" type="checkbox"/>
Other Agencies		
Supervisors		<input checked="" type="checkbox"/>
Management		<input checked="" type="checkbox"/>
Others (specify)		

19. WORKING CONDITION

Normal Working Condition	<input checked="" type="checkbox"/>
Field Work	
Field Trips	
Exposed to varied weather	
Others (specify)	

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

Oct 17, 2009

Date

ANALITA A. SALABAO

Signature of Employee

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

Instruction, research, extension and production specialized in the field of business management

22. Describe briefly the general function of the position.

Instruction, research, extension and production

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 : Relevant masteral degree  
Experience :

3 yrs. of relevant experience; 16 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.

ANTONIO P. ABAMO

Date

Signature and Title of Immediate Supervisor

34. APPROVED:

Date

JOSE L. BACUSMO

Head of Agency