

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

1. NAME OF EMPLOYEE
TEVES **JOVIEL** **RODRIGUEZ**
(Family name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OF AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE UNIVERSITY

3. BUREAU OR OFFICE

Dept. of Business & Management, VSU, Visca

4. DEPT/BRANCH/DIVISION

DBM, VSU, Visca

5. WORK STATION/PLACE OF WORK

VSU, 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 COMPENSATION
AUTHORIZED:
ACTUAL :
:

8. OFFICIAL DESIGNATION OF POSITION

Instructor

9. WORKING PROPOSED TITLE

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:

85%

1. Teaches assigned subject and performs other teaching related functions, among others the following:

- Prepared teaching materials/guides and submit to department head.
- Conducts examination (mid/final/long hours/quizzes)
- Checks test papers and return 1 week after exam.
- 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.

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

DEPT. HEAD/ ANTONIO P. ABAMO : CME DEAN/ANTONIO P. ABAMO

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, DLP, calculator, stapler, etc.

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.

5 July 2012

Date

Joviel R. Teves
JOVIEL R. TEVES

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 : B.S. degree in the area of specialization
Experience :

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

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

ANTONIO P. ABAMO

Signature and Title of Immediate Supervisor

22. APPROVED:

Date

Date

JOSE L. BACUSMO

Head of Agency