

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

1. NAME OF EMPLOYEE
ONGY ELVIRA ENTERO
(Family name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OF AGENCY/
LOCAL GOVERNMENT

3. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

VSU, Visca

4. DEPT/BRANCH/DIVISION

DBM, VSU, Visca

5. WORK STATION/PLACE OF WORK

VSU, 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:
ACTUAL :
:

8. OFFICIAL DESIGNATION OF POSITION

Instructor I

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:

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

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.

Desktop Computer, Laptop Computer, Printer, LCD, Overhead projector, Photocopying machine, etc.

18. CONTACT

	Occasional	Frequent
General Public	_____	<u>x</u>
Other Agencies	_____	_____
Supervisors	<u>x</u>	_____
Management	<u>x</u>	_____
Others (specify)	_____	_____

19. WORKING CONDITION

Normal Working Condition	<u>x</u>
Field Work	_____
Field Trips	_____
Exposed to varied whether	_____
Others (specify)	_____

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

October 12, 2011

Date

ELVIRA E. ONGY

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.

Teaching management related courses to college students; university-related functions

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.

33. 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