

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

1. NAME OF EMPLOYEE

ESTILWYE

CHRYN

CALUPD

(Family Name)

(Given Name)

(Middle Name)

3. BUREAU OR OFFICE

VSU

5. WORK STATION/PLACE OF WORK

VSU

7a. SALARY P.A.: ₱181,428.00

7b. OTHER COMPENSATION: ₱24,000.00

9. WORKING PROPOSED TITLE

11. OCCUPATION GROUP TITLE

(leave blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS

MUNICIPALITY []

CITY []

PROVINCE []

1st

2nd

4th

5th

6th

[]

[]

[]

[]

[]

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Parent of : _____

Working Time : _____

DUTIES

73% : Teaches HRM courses

14% : Performs related activities such as coordinating student practicum, academic advising, coaching/training students in Flairtending & Bartending, and in committee work of the department, college and university as member or chairperson

2% : Conducts extension activity

14. POSITION TITLE OF IMMEDIATE SUPERVISOR DEPARTMENT HEAD	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR COLLEGE DEAN																		
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (List by their item nos. and title) STUDENTS (BSHBM)																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. COMPUTER, LCD																			
18. CONTACT <table style="width: 100%;"> <thead> <tr> <th></th> <th>Occasional</th> <th>Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td>☐</td> <td>☒</td> </tr> <tr> <td>Other Agencies</td> <td>☒</td> <td>☐</td> </tr> <tr> <td>Supervisors</td> <td>☐</td> <td>☒</td> </tr> <tr> <td>Management</td> <td>☒</td> <td>☐</td> </tr> <tr> <td>Others (Specify)</td> <td>☐</td> <td>☐</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	☐	☒	Other Agencies	☒	☐	Supervisors	☐	☒	Management	☒	☐	Others (Specify)	☐	☐	19. WORKING CONDITION Normal Working Condition Field work ☐ Field Trips ☒ Exposed to Varied Weather Other's (Specify) ☐
	Occasional	Frequent																	
General Public	☐	☒																	
Other Agencies	☒	☐																	
Supervisors	☐	☒																	
Management	☒	☐																	
Others (Specify)	☐	☐																	
20. I CERTIFY that the above answers are accurate and complete. November 23, 2009 Date  Signature of Employee																			
21. Describe briefly the general function of the Unit or Section. Instruction, research & extension service																			
22. Describe briefly the general function of the position. Instruction																			
23.a. Indicate the required qualifications 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:																			
23.b. Licenses or certificates required to do this work,																			
24. I HEREBY CERTIFY that the above answers are accurate and complete. _____ Date  EUNICE I. BERAY Signature and Title of Immediate Supervisor																			
25. APPROVED _____ Date  JOSE L. BACUS Head of Agency																			