REPUBLIC OF THE PHILIPPINES	1. NAME OF EMPLOYEE
BC-CSC Form No. 1 (Position Description Form)	**EMNACE IVY CAPANGPANGAN** (Family Name) (Given Name) (Middle Name)
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT *VISAYAS STATE UNIVERSITY*	3. BUREAU OR OFFICE *VSU*
4. DEPT./BRANCH/DIVISION **Department of Food Science and Technology**	5. WORK STATION/PLACE OF WORK *VSU*
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. 6b. PREV. APPRO ACT/ BOARD RES/S ITEM NO. 45	7a. SALARY P.A.: ₱ 162,144.00 7b. OTHER COMPENSATION: **PERA/ACA**
8. OFFICIAL DESIGNATION OF POSITION **Instructor I**	9. WORKING PROPOSED TITLE
10. WAPCO CLASSIFICATION OF THIS POSITION	11. OCCUPATION GROUP TITLE (leave blank)

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

MUNICIPALITY [x] CITY [ ] PROVINCE [ ]

1st	2nd	3rd	4th	5th	6th
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. (f more space is needed, please attached additional sheets.

Percent Working Time	DUTIES
80%	1. Teaches undergraduate and graduate courses for BSFT/MSFST students and elective/service courses for non-BSFT students.
15%	2. Assist in the conduct of extension and research activities of the department.
5%	3. Assist in other activities relevant to the implementation of department programs.

14. POSITION/TITLE OF IMMEDIATE SUPERVISOR	15. POSITION/TITLE OF NEXT HIGHER SUPERVISOR
Department Head	**College Dean**

16. NAME, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles)

None

17. MACHINEES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

Computer, visual aides, whiteboard pen, eraser, chalk, whiteboard/chalkboard, ballpen, pencil, class records, kitchen utensils, laboratory equipment and gadgets

18. CONTACT

	Occasional	Frequent
General Public	[x]	[ ]
Other Agencies	[x]	[ ]
Supervisors	[ ]	[x]
Management	[ ]	[x]
Others (Specify)	[ ]	[ ]

19. WORKING CONDITION

Normal Working Condition	[x]
Field work	[ ]
Field trips	[ ]
Exposed to Varied Weather	[ ]
Others (Specify)	[ ]

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

May 28, 2009
Date

IVY C. EMNACE
Signature of Employee

21. Describe briefly the general functions of the Unit or Section.

Teaches undergraduate and graduate courses for BSFT/MSFST students and elective/service courses for non-BSFT students.

22. Describe briefly the general function of the position.

Involve in instruction, conduct research and extension

23a. 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:

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

None

24. I HEREBY CERTIFY that the above answers are accurate and complete.

5/28/09
Date

FELIX J. AMESTOSO
Signature and Title of Immediate Supervisor

25. APPROVED

Date

JOSE L. BACUSMO
Head of Agency