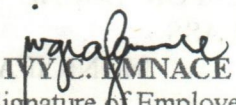

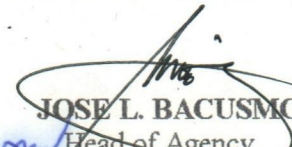


REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC Form No. 1 (Position Description Form)		EMNACE IVY CAPANGPANGAN (Family Name) Given Name (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VSU	
4. DEPT./BRANCH/DIVISION Department 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. 15	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 Time	Working	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.	

<p>14. POSITION/TITLE OF IMMEDIATE SUPERVISOR</p> <p style="text-align: center;">Department Head</p>	<p>15. POSITION/TITLE OF NEXT HIGHER SUPERVISOR</p> <p style="text-align: center;">College Dean</p>																												
<p>16. NAME, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles)</p> <p style="text-align: center;">None</p>																													
<p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</p> <p>Computer, visual aides, whiteboard pen, eraser, chalk, whiteboard/chalkboard, ballpen, pencil, class records, kitchen utensils, laboratory equipment and gadgets</p>																													
<p>18. CONTACT</p> <table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Occasional	Frequent	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	<p>19. WORKING CONDITION</p> <table style="width: 100%; border: none;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Field work</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Field trips</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>	Normal Working Condition	<input checked="" type="checkbox"/>	Field work	<input type="checkbox"/>	Field trips	<input type="checkbox"/>	Exposed to Varied Weather	<input type="checkbox"/>	Others (Specify)	<input type="checkbox"/>
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Others (Specify)	<input type="checkbox"/>																												
<p>20. I CERTIFY that the above answers are accurate and complete</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <p><u>May 28, 2009</u></p> <p>Date</p> </div> <div style="text-align: center;"> <p> IVYC. MNACE Signature of Employee</p> </div> </div>																													
<p>21. Describe briefly the general functions of the Unit or Section.</p> <p>Teaches undergraduate and graduate courses for BSFT/MSFST students and elective/service courses for non-BSFT students.</p>																													
<p>22. Describe briefly the general function of the position.</p> <p>Involve in instruction, conduct research and extension</p>																													
<p>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.)</p> <p>Education: <u>B.S. degree in the area of specialization.</u></p> <p>Experience:</p>																													
<p>23b. Licenses or certificates required to do this work, if any.</p> <p style="text-align: center;">None</p>																													
<p>24. I HEREBY CERTIFY that the above answers are accurate and complete.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <p><u>5/28/09</u></p> <p>Date</p> </div> <div style="text-align: center;"> <p> FELIX J. AMESTOSO Signature and Title of Immediate Supervisor</p> </div> </div>																													
<p>25. APPROVED</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <p>_____</p> <p>Date</p> </div> <div style="text-align: center;"> <p> JOSE L. BACUSMO Head of Agency</p> </div> </div>																													