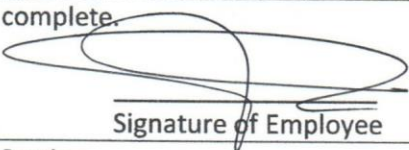
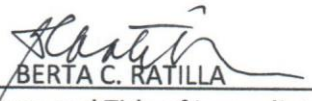



REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE GORNE NELLO DEGRACIA (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE COLLEGE OF AGRICULTURE AND FOOD SCIENCE	
4. DEPT./BRANCH/DIVISION DEPARTMENT OF AGRONOMY		5. WORK STATION/PLACE OF WORK Visca, Baybay City, Ieyte	
6a. PRES. APPRO. ACT/ BOARD RES./ ORD. NO. ITEM NO.	6b. PREV. APPRO. ACT/ BOARD RES./ ORD. NO. ITEM NO. <i>Visca - Apr 2 - 2015</i>	7a. SALARY P.A.: <i>P 214,304.00</i> 7b. OTHER COMPENSATION: <i>P 24,000</i>	
8. OFFICIAL DESIGNATION OF POSITION ASSISTANT PROFESSOR I		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] 1 ST 2 ND 3 RD 4 TH 5 TH 6 TH [] [] [] [] [] []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of working time:		DUTIES	
65%	1. Teaches assigned subjects and performs other teaching related functions, among others the following: a) Prepares teaching materials/guides and submits to department head. b) Conducts examination (mid/final/long hours/quizzes). c) Checks test papers and return 1 week after exam. d) Submits grade sheets and turn over class records to department head two weeks after final exam.		
20%	2. Conducts researches.		
5%	3. Executes extension activities.		
5%	4. Implements income generating projects.		
5%	5. Participates in co-curricular activities and performs other functions assigned by the Department Head.		
100%			

<p>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</p> <p>DEPARTMENT HEAD</p>	<p>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</p> <p>DEAN, COLLEGE OF AGRICULTURE & FOOD SCIENCE</p>																												
<p>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than 7, list only by their item nos. and titles)</p>																													
<p>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</p> <p>Laptop computer, LCD Projector, printer, blackboard & chalk, whiteboard & marker, ballpen, bondpaper, etc.</p>																													
<p>18. CONTACT</p> <table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;"><u>Occasional</u></th> <th style="text-align: center;"><u>Frequent</u></th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[x]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Others (Students)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[x]</td> </tr> </tbody> </table>		<u>Occasional</u>	<u>Frequent</u>	General Public	[x]	[]	Other Agencies	[]	[]	Supervisors	[]	[x]	Management	[]	[x]	Others (Students)	[]	[x]	<p>19. WORKING CONDITION</p> <table style="width: 100%; border: none;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[x]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
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<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>5/24/16</u></p> <p>Date</p> </div> <div style="text-align: center;">  <p>Signature of Employee</p> </div> </div>																													
<p>21. Describe briefly the general function of the Unit or Section.</p> <p>Provides services for instruction, research, extension and production/projects in the department.</p>																													
<p>22. Describe briefly the general function of the position.</p> <p>INSTRUCTION, RESEARCH, EXTENSION AND PRODUCTION</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: MASTER OF SCIENCE</p> <p>Experience: MINIMUM OF 5 YEARS IN TEACHING</p>																													
<p>23b. Licenses or certificates required to do this work, if any.</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>5/25/2016</u></p> <p>Date</p> </div> <div style="text-align: center;">  <p>BERTA C. RATILLA</p> <p>Signature and Title of Immediate Supervisor</p> </div> </div>																													
<p>25. APPROVED:</p> <div style="text-align: center; margin-top: 20px;"> <p>_____</p> <p>Date</p> </div>	<div style="text-align: center; margin-top: 20px;">  <p>EDGARDO E. TULIN</p> <p>Head of Agency</p> </div>																												