

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE TAMBIS MARIA LOUELLA CUARTEROS (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State University		3. BUREAU OR OFFICE Visayas State University	
4. DEPT./BRANCH/DIVISION Technology Protection and Transfer Office		5. WORK STATION/PLACE OF WORK Baybay City, Leyte	
6a. PRES. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: P239, 280.00 7b. OTHER COMPENSATION: PERA & ACA – P2,000.00/mo.	
8. OFFICIAL DESIGNATION OR 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 GOVERNMENT 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			
25%	To assists in the overall operation and management of the Technology Protection and Transfer Office.		
20%	To facilitate the processing of VSU technologies for intellectual property protection i.e patent, utility model, copyright, trademark and including the registration of plant varieties		
15%	To coordinate and facilitate the conduct of IP related seminars, trainings and other promotions/awareness campaign projects/activities.		
15%	To perform secretarial tasks, preparation of reports and documentations of the University Committee i.e IPR, Publication Incentive and Biosafety Committees		
15%	To teach or handle subjects/special topics related to Intellectual property rights		
10%	To perform other tasks assigned by the immediate supervisor and the VP for RDE.		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Head, Technology Protection & Transfer Office	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Vice President for Research and Extension
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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.
Computer, printer, and fast and stable internet connection.

18. CONTACT			19. WORKING CONDITION	
	<u>Occasional</u>	<u>Frequent</u>		
General Public	[x]	[]	Normal Working Condition	[x]
Other Agencies	[x]	[]	Field Work	[]
Supervisors	[]	[x]	Field Trips	[]
Management	[]	[x]	Exposed to Varied Weather	[]
Others (Specify)	[]	[]	Others (Specify)	[]

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

09/01/2016
Date

MARIA LOUELLA C. TAMBIS
Signature of Employee

21. Describe briefly the general function of the Unit or Section.
To administer and facilitate the processing of VSU generated technologies recommended for intellectual property (IP) protection, transfer and commercialization.

22. Describe briefly the general function of the position.
To assists in the overall operation and management of the Technology Protection and Transfer Office.

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: MS degree relevant to the job
Experience: Proficient in IP Laws and Patent Applications

23b. Licenses or certificates required to do this work, if any.
Preferably with valid PRC license

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

09/01/2016
Date

ALAN B. LORETO – Head, TPTO/ITSO
Signature and Title of Immediate Supervisor

APPROVED:

Date

EDGARDO E. TULIN
Head of Agency