




REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC Form No. 1 (Position Description Form)		GALVEZ	LORINA
		(Family Name)	(Given Name)
		ACILO	
		(Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT		3. BUREAU OR OFFICE	
Visayas State University, Baybay, City, Leyte		Department of Food Science & Technology	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
Department of Food Science and Technology		Visca, Baybay, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/S ITEM NO.	7a. SALARY P.A.:	
		7b. OTHER COMPENSATION: PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION Assistant Professor II		9. WORKING PROPOSED TITLE Professor	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNITS CLASS			
MUNICIPALITY [] CITY [x] 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 Working Time	DUTIES		
85%	1. Teaches assigned subject and performs other teaching related functions, among others the following: a) Prepared teaching materials/guides and submit to department head. b) Conducts examination (mid/final/long hours/quizzes). c) Checks test papers and return 1 week after exam. d) Submits grade sheet and turn over class records to department head two weeks after final examination.		
5%	2. Member in different committees.		
5%	3. Participate in the co-curricular activities.		
5%	4. Perform other functions assigned by the Department Head.		
100%			

14. POSITION/TITLE OF IMMEDIATE SUPERVISOR Department Head	15. POSITION/TITLE OF NEXT HIGHER SUPERVISOR 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. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computer, LCD/DPL, visual aides, class record, whiteboard pen, eraser, chalk, whiteboard/chalkboard, ballpen, pencil, utensils, laboratory equipment and other gadgets	
18. CONTACT 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"/>	19. WORKING CONDITION 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"/>
20. I CERTIFY that the above answers are accurate and complete _____ Date <div style="text-align: right;"> LORINA A. GALVEZ Signature of Employee</div>	
21. Describe briefly the general functions of the Unit or Section. Involve in instruction, conduct research and extension and production.	
22. Describe briefly the general function of the position. Teaches undergraduate courses for BSFT students and elective/service courses for non-BSFT students.	
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 <div style="display: flex; justify-content: space-between;"><div> _____ Date</div><div style="text-align: right;"> ROBERTA D. LAUZON Signature and Title of Immediate Supervisor</div></div>	
25. APPROVED _____ Date <div style="text-align: right;">JOSE L. BACUSMO Head of Agency</div>	