

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE MANGADANG EUGENE VAL DELA CRUZ (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND EXTENSION	
4. DEPT./BRANCH/DIVISION ANNALS OF TROPICAL RESEARCH		5. WORK STATION/PLACE OF WORK VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE	
6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.	6b. PREV. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. LS	7a. SALARY P.A.: ₱12,469.00 7b. OTHER COMPENSATION: ₱24,000.00	
8. OFFICIAL DESIGNATION OF POSITION EDITORIAL ASSISTANT		9. WORKING PROPOSED TITLE SCIENCE RESEARCH ASSISTANT	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time: DUTIES			
50% act as Editorial Assistant of the Annals of Tropical Research Journal 30% assist the Editorial Board in the production of the ATR journal (article review, proofreading, editing, presswork) 10% assist in the maintenance of the ATR website (i.e., updating of journal information, uploading of issues, etc.) 10% facilitate the day-to-day operations of the ATR office (i.e. local and foreign correspondence, manage journal financial matters and subscriptions) 10%			

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14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="font-size: 1.2em; font-family: cursive;">EDITOR-IN-CHIEF</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="font-size: 1.2em; font-family: cursive;">VICE PRESIDENT FOR RESEARCH; EXTENSION</div>																												
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. <div style="font-size: 1.2em; font-family: cursive;">DESKTOP, PRINTER</div>																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">Frequent</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;">[]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[X]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 80%;">Normal Working Condition</td> <td style="width: 20%; 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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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 45%;"> <div style="font-size: 1.2em; font-family: cursive; margin-bottom: 5px;">July 27, 2011</div> <div style="text-align: center; font-size: 0.8em;">Date</div> </div> <div style="width: 45%; text-align: right;"> <div style="font-size: 1.5em; font-family: cursive; margin-bottom: 5px;">[Signature]</div> <div style="text-align: center; font-size: 0.8em;">Signature of Employee</div> </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <div style="font-size: 1.2em; font-family: cursive; text-align: center;">Manage and publish the Annals of Tropical Research journal</div>																													
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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). <div style="font-size: 0.9em;">Education: B. S. degree in the area of specialization.</div> <div style="font-size: 0.9em;">Experience:</div>																													
23b. Licenses or certificates required to do this work, if any.																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 45%;"> <div style="font-size: 1.2em; font-family: cursive; margin-bottom: 5px;">July 27, 2011</div> <div style="text-align: center; font-size: 0.8em;">Date</div> </div> <div style="width: 45%; text-align: right;"> <div style="font-size: 1.5em; font-family: cursive; margin-bottom: 5px;">[Signature]</div> <div style="text-align: center; font-size: 0.8em;">DR. VBASIO Signature and Title of Immediate Supervisor</div> </div> </div>																													
25. APPROVED:	<div style="text-align: center;"> <div style="font-size: 1.5em; font-family: cursive; margin-bottom: 5px;">[Signature]</div> <div style="text-align: center; font-size: 0.8em;">JOSE L. BACUSMO Head of Agency</div> </div>																												
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