

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between;"> VALIDA ALJAY DARIA </div> <div style="display: flex; justify-content: space-between; font-size: small;"> (Family Name) (Given Name) (Middle Name) </div>	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE Dept. of Horticulture	
4. DEPT./BRANCH/DIVISION Horticulture		5. WORK STATION/PLACE OF WORK Dept. of Horticulture	
<div style="display: flex;"> <div style="flex: 1;"> 6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. </div> <div style="flex: 1;"> 6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. </div> </div>		7a. SALARY P.A.: 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Instructor		9. WORKING PROPOSED TITLE Instructor	
10. WAPCO CLASSIFICATION OF THIS POSITION Instructor		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-between;"> <div>MUNICIPALITY []</div> <div>CITY []</div> <div>PROVINCE []</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div>1st []</div> <div>2nd []</div> <div>3rd []</div> <div>4th []</div> <div>5th []</div> <div>6th []</div> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
<div style="display: flex; justify-content: space-between;"> <div> Percent of Working Time: </div> <div style="text-align: center;"> D U T I E S </div> </div> <div style="margin-top: 20px;"> <p>85% 1. Teaches assigned subject and performs other teaching related functions, among others the following:</p> <ul style="list-style-type: none"> 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. <p>5% 2. Member in different committees.</p> <p>5% 3. Participate in the co-curricular activities.</p> <p>5% 4. Perform other functions assigned by the Department Head.</p> <p>100%</p> </div>			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Deans CAPS

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)

Fatima Rose Rivera
Michael Sudaria

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

blackboard, whiteboard, computer, projector, pens, weighing scales, etc.

18. CONTRACT

	Occasional	Frequent
General Public	[X]	[]
Other Agencies	[]	[]
Supervisors	[]	[]
Management	[]	[]
Other (Specify)	[]	[]

19. WORKING CONDITION

Normal Working Condition	[X]
Field Work	[]
Field Trips	[]
Exposed to Varied Weather	[]
Others (Specify)	[]

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

May 7, 2015

Date

ALJAY D. VALIDA

Signature of Employee

21. Describe briefly the general function of the Unit or Section.

Teaches Horticulture subjects, do research and extension work on horticultural crops.

22. Describe briefly the general function of the position.

Teaching horticulture subjects, research, extension and production works on horticultural crops.

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 plus other requirements per QS of the university.

Experience: none required

23b. Licenses or certificates required to do this work, if any.

none required

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

Date

ROSARIO A. SALAS

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

JOSE L. BACUSMO
Head of Agency