

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; margin-top: 10px;"> SALES (Family Name) JUDE NONIE (Given Name) AYAGAN (Middle Name) </div>	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY	
4. DEPT./BRANCH/DIVISION Department of Development Communication		5. WORK STATION/PLACE OF WORK VSU, Visca, Baybay City, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. LS ViSCAB-AP3-4-2014	7a. SALARY P.A.: P <div style="text-align: right; margin-top: 5px;">P 348,336.00</div> 7b. OTHER COMPENSATION: PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION Assistant Professor 2		9. WORKING PROPOSED TITLE Assistant Professor 3	
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 <input type="checkbox"/> CITY <input type="checkbox"/> PROVINCE <input type="checkbox"/> <div style="display: flex; justify-content: space-around;"> <div>1st <input type="checkbox"/></div> <div>2nd <input type="checkbox"/></div> <div>3rd <input type="checkbox"/></div> <div>4th <input type="checkbox"/></div> <div>5th <input type="checkbox"/></div> <div>6th <input type="checkbox"/></div> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			

Percent of : Working Time	DUTIES
50 25 10 5 10 ----- 100%	<ol style="list-style-type: none"> 1. Teaches undergraduate/graduate in development communication 2. Undertakes research and extension projects/activities in support of existing programs of the university 3. Advises thesis students, student interns and student organizations 4. Serves as member in the different standing committees of the department and the university 5. Performs administrative functions and other task assigned by the supervisors.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
Department Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Dean, College of Agriculture

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: **Laptop/Notebook, Desktop Computers, TV, DVD player/recorder, digital cameras, scanners, LCD, art materials, video camera etc.**

18. CONTRACT


	<u>Occasional</u>	<u>Frequent</u>
General Public	<input type="checkbox"/>	<input type="checkbox"/>
Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>
Management	<input type="checkbox"/>	<input type="checkbox"/>
Other (Specify)	<input type="checkbox"/>	<input type="checkbox"/>

19. WORKING CONDITION

Normal Working Condition	
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.

Dec. 23, 2014
Date


JUDE NONIE A. SALES
Signature of Employee

21. Describe briefly the general function of the Unit or Section.
The Department of Development Communication offers two curricular programs: the Bachelor of Science in Development Communication with three specializations: Development Journalism, Community Broadcasting and Educational Communication Technology, as an MS degree in Development Communication (MSDC). It is also offers as a minor on MAgDev. The DDC faculty also conducts research and implements development programs/projects to strengthen its instruction function.

22. Describe briefly the general function of the position.
**The main function of an instructor at the DDC is to teach BSDC and MSDC courses 60%
Please see duties (Section 13 of this form)**

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: **Relevant Masteral Degree**

Experience. **2 yrs. of relevant experience, 8 hrs. of relevant training**

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

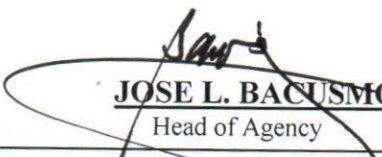
24. I HEREBY CERTIFY that the above answers are accurate and complete.

Date


CHRISTINA A. GABRILLO
Signature and Title of Immediate Supervisor

25. APPROVED:

Date


JOSE L. BACUSMO
Head of Agency