

REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC Form No. 1 (Position Description Form)		<b>GALVEZ</b> <b>LORINA</b> <b>ACILO</b> (Family Name)      Given Name      (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		3. BUREAU OR OFFICE	
<b>VISAYAS STATE UNIVERSITY</b>		<b>VSU</b>	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
<b>Department of Food Science and Technology</b>		<b>VSU</b>	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO. ACT/ BOARD RES/ ITEM NO.	7a. SALARY P.A.: ₱229,344.00	
		7b. OTHER COMPENSATION: ₱24,000.00 <b>PERA/ACA</b>	
8. OFFICIAL DESIGNATION OF POSITION		9. WORKING PROPOSED TITLE	
<b>Instructor</b>			
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE	
		(leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNITS CLASS			
MUNICIPALITY [x]		CITY [ ]	
		PROVINCE [ ]	
1 <sup>st</sup> [ ]		2 <sup>nd</sup> [ ]	
3 <sup>rd</sup> [ ]		4 <sup>th</sup> [ ]	
5 <sup>th</sup> [ ]		6 <sup>th</sup> [ ]	
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. (f more space is needed, please attached additional sheets.			
Percent Working Time	DUTIES		
85%	1. Teaches assigned subject and perform 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%			

OPH 5001  
5/23/11

<b>14. POSITION/TITLE OF IMMEDIATE SUPERVISOR</b>  <b>Department Head</b>	<b>15. POSITION/TITLE OF NEXT HIGHER SUPERVISOR</b>  <b>College Dean</b>																												
<b>16. NAME, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles)</b>  <p style="text-align: center;">None</p>																													
<b>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</b> <b>Computer, visual aides, whiteboard pen, eraser, chalk, whiteboard/chalkboard, ballpen, pencil, class records, kitchen utensils, laboratory equipment and gadgets</b>																													
<b>18. CONTACT</b>  <table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">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;">[x]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[x]	[ ]	Other Agencies	[x]	[ ]	Supervisors	[ ]	[x]	Management	[ ]	[x]	Others (Specify)	[ ]	[ ]	<b>19. WORKING CONDITION</b>  <table style="width: 100%; border: none;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="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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<b>20. I CERTIFY that the above answers are accurate and complete</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;"><u>May 20, 2011</u></p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: right;">   <b>LORINA A. GALVEZ</b>            Signature of Employee         </div> </div>																													
<b>21. Describe briefly the general functions of the Unit or Section.</b>  <b>Teaches undergraduate and graduate courses for BSFT/MSFST students and elective/service courses for non-BSFT students.</b>																													
<b>22. Describe briefly the general function of the position.</b>  <b>Involve in instruction, conduct research, extension and production</b>																													
<b>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.)</b>  Education: <u>B.S. degree in the area of specialization</u>  Experience:																													
<b>23b. Licenses or certificates required to do this work, if any.</b>  <p style="text-align: center;">None</p>																													
<b>24. I HEREBY CERTIFY that the above answers are accurate and complete.</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: right;">   <b>ROBERTA D. LAUZON</b>            Signature and Title of Immediate Supervisor         </div> </div>																													
<b>25. APPROVED</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: right;">   <b>JOSE L. BACUSMO</b>            Head of Agency         </div> </div>																													