

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE GERONA RENY GONATO (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY, Baybay City, Leyte		3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION Department of Pest Management		5. WORK STATION/PLACE OF WORK Department of Pest Management, VSU	
6a. PRES. APPRO. 6b. PREV. APPRO ACT/ ACT/ BOARD RES/ BOARD RES/ ORD. NO. ORD. NO. ITEM NO. ITEM NO. VISCAB-APRO3-11-2014		7a. SALARY P.A.: P 473,916.00 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Associate Professor III		9. WORKING PROPOSED TITLE Associate Professor III	
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: D U T I E S			

- 80% 1. Teachers assigned subjects and performs other teaching related functions, among others the following:

a) Prepares teaching materials/guide
b) Conducts examinations
c) Checks test papers
d) Submits grade sheets
- 2% 2.Member in different committees of the department, college and university
- 2% 3. Participate in co-curricular activities
- 10% 4. Conducts research in locally and internationally funded projects
- 6% 5. Performs extension activities related to pest diagnosis
- 100%

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14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">Department Head</p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">College Dean</p>																												
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. <p style="text-align: center;">Microscopes</p>																													
18. CONTRACT <table style="width: 100%; margin-top: 10px;"> <thead> <tr> <th></th> <th style="text-align: center;"><u>Occasional</u></th> <th style="text-align: center;"><u>Frequent</u></th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[]</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>		<u>Occasional</u>	<u>Frequent</u>	General Public	[]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; margin-top: 10px;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[]</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	[]	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;"> <div style="text-align: center;"> <u>Dec. 18, 2014</u> Date </div> <div style="text-align: center;"> <u>DENY G. GERONA</u> Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <p style="margin-left: 40px;">Trains undergraduate and graduate students in Plant Protection, Entomology, Plant Pathology and Weed Science; conducts research and extension services.</p>																													
22. Describe briefly the general function of the position. <p style="margin-left: 40px;">To teach Entomology and Plant Protection courses; conduct research in Entomology and deliver extension services in plant protection.</p>																													
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). <p style="margin-left: 40px;">Education: Master of Science in Entomology</p> <p style="margin-left: 40px;">Experience: at 2 years in teaching</p>																													
23b. Licenses or certificates required to do this work, if any. <p style="margin-left: 40px;">Agriculturists License</p>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>Dec. 18, 2014</u> Date </div> <div style="text-align: center;"> _____ Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> _____ Date </div> <div style="text-align: center;"> <u>JOSE L. BACUSMO</u> Head of Agency </div> </div>																													