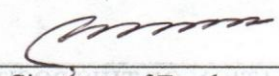
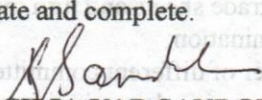
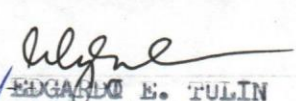


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE GOLTIANO HENRY YONTING (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Visca, Baybay City, Leyte		3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION Dept. of Agricultural Education and Extension		5. WORK STATION/PLACE OF WORK VSU, Visca, Baybay City, Leyte	
6a. PRES. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A. 7b. OTHER COMPENSATION:	
8. OFFICIAL DESIGNATION OF POSITION Associate Professor V		9. WORKING PROPOSED TITLE	
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 () <div style="display: flex; justify-content: space-around;"> 1st () 2nd () 3rd () 4th () 5th () 6th () </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time DUTIES			
85%	1. Teaches assigned subject/s and performs other teaching-related functions, including the following: a. Prepares teaching materials/guides and submit to department head, b. Conducts examination (midterm/final/long hours/quizzes), c. Checks test papers and return them one week after the exam, and d. Submits grade sheets and turn over class records to department head two weeks after the final examination;		
5%	2. Serve as member of different committees;		
5%	3. Participate in co-curricular activities; and		
5%	4. Perform other functions assigned by the Department Head		
100%			

GULTIANO

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Professor VI/Department Head		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR College Dean	
16. NAMES, TITLE 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.			
18. CONTACT		19. WORKING CONDITION	
	Occasional Frequent		
General Public	(x) ()	Normal working condition	(x)
Other Agencies	() ()	Field work	()
Supervisors	() ()	Field trips	()
Management	() ()	Exposed to varied weather	()
Others (Specify)	() ()	Others (Specify)	()
20. I CERTIFY that the above answers are accurate and complete.			
Sept. 23, 2015 Date		 Signature of Employee	
21. Describe briefly the general function of the Unit or Section. To provide instruction, research and extension services			
22. Describe briefly the general function of the position. Instruction			
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 in the field of specialization.			
Experience: 3 years of relevant experience; 16 hours 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.			
9/23/15 Date		 ANTONIA CECILIA YAP-SANDOVAL, Dept. Head, DAEE Signature and Title of Immediate Supervisor	
25. APPROVED;			
Date		 EDGARDO E. TULIN Head of Agency	