

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <u>Mahilum, Jedi Joy Belmonte</u>
2. DEPARTMENT CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State University		3. BUREAU OR OFFICE Visayas State University
4. DEPT./BRANCH/DIVISION Department of Plant Breeding and Genetics		5. WORK STATION/PLACE OF WORK Baybay City
6a. PRES. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. <u>UISCAD-</u> <u>14571-1-2009</u>	7a. SALARY P. A.: <u>P 279, 280 -</u> 7b. OTHER COMPENSATION PERA & ACA – P2,000.00/mo.
8. OFFICIAL DESIGNATION OR POSITION Instructor I		9. WORKING PROPOSED TITLE #100, 2019
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT UNIT AND UNIT CLASS MUNICIPALITY [] CITY [] PROVINCE [] 1 st 2 nd 3 rd 4 th 5 th 6 th		
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets		
Percent of Working Time	DUTIES	
70 %	Teach courses in Plant Breeding and Genetics	
10 %	Conduct research in crop improvement	
10 %	Conduct extension projects related to varietal dissemination	
10 %	Do other duties assigned by supervisor and higher authorities	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR College Dean
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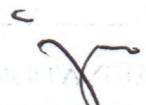
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than 7, list only by their item nos. and titles)

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

18. CONTACT <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>Others (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	[/]	[]	Others (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

April 22, 2014
Date


JEDI JOY B. MAHILUM
Signature of employee

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

Instruction, Research, Extension and Production

22. Describe briefly the general function of the position

Teach college courses, conduct research, do extension activities

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)

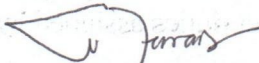
Education : MS degree in the field of specialization

Experience : 1 year

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


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

02 May 2014
Date


DILBERTO O. FERRAREN – Professor
Signature and Title of Immediate Supervisor

APPROVED :

Date


JOSE L. BACUSMO
Head of Agency