
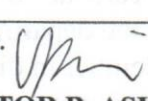
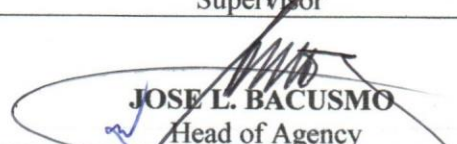


REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC Form No. 1 (Position Description Form)		GALVEZ LORINA ACILO (Family Name) Given Name (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT		3. BUREAU OR OFFICE	
Visayas State University, Baybay, City, Leyte		Visayas State University	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
Department of Food Science and Technology		Visca, Baybay, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/S ITEM NO. VISCAP-AP2-17-2011	7a. SALARY P.A.: ₱ 722,576.00	
		7b. OTHER COMPENSATION: PERA/ACA ₱ 24,000	
8. OFFICIAL DESIGNATION OF POSITION		9. WORKING PROPOSED TITLE	
Assistant Professor II		Professor	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNITS CLASS			
MUNICIPALITY [] CITY [x] PROVINCE [] 1 st 2 nd 3 rd 4 th 5 th 6 th [] [] [] [] [] []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. (f more space is needed, please attached additional sheets.			
Percent Working Time	DUTIES		
50%	1. Teaches assigned subject and performs other teaching related functions, among others the following: a) Prepared teaching materials/guides. 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.		
20%	2. Perform administrative and other functions assigned by next higher supervisor.		
20%	3. Spearhead in the implementation of research, extension and production activities of the department.		
5%	4. Member in different committees.		
5%	5. Participate in the co-curricular activities.		
100%			

14. POSITION/TITLE OF IMMEDIATE SUPERVISOR College Dean		15. POSITION/TITLE OF NEXT HIGHER SUPERVISOR Vice President for Instruction																													
16. NAME, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) Professor – 2 Administrative Aide IV – 1 Research Staff - 2 Assistant Prof. - 1 Administrative Aide I – 1 Production Staff - 1 Instructor II – 1 Lab. Technician - 1 Instructor I – 2 Laborer - 1																															
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computer, LCD/DPL, visual aides, class record, whiteboard pen, eraser, chalk, whiteboard/chalkboard, ballpen, pencil, utensils, laboratory equipment and other gadgets																															
18. CONTACT		19. WORKING CONDITION																													
<table border="0"> <tr> <td></td> <td>Occasional</td> <td>Frequent</td> </tr> <tr> <td>General Public</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Management</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>			Occasional	Frequent	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	<table border="0"> <tr> <td>Normal Working Condition</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Field work</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Field trips</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Exposed to Varied Weather</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td><input type="checkbox"/></td> </tr> </table>		Normal Working Condition	<input checked="" type="checkbox"/>	Field work	<input type="checkbox"/>	Field trips	<input type="checkbox"/>	Exposed to Varied Weather	<input type="checkbox"/>	Others (Specify)	<input type="checkbox"/>
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20. I CERTIFY that the above answers are accurate and complete <div style="display: flex; justify-content: space-between;"> <div> <u>Feb. 26, 2014</u> Date </div> <div>  LORINA A. GALVEZ Signature of Employee </div> </div>																															
21. Describe briefly the general functions of the Unit or Section. Performs the four-fold function of the university, instruction, research, extension and production																															
22. Describe briefly the general function of the position. Instruction, research, extension and production																															
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: PhD in Food Science Experience: _____																															
23b. Licenses or certificates required to do this work, if any. None																															
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div> <u>26 Feb 2014</u> Date </div> <div>  VICTOR B. ASIO Signature and Title of Immediate Supervisor </div> </div>																															
25. APPROVED <div style="display: flex; justify-content: space-between;"> <div> _____ Date </div> <div>  JOSE L. BACUSMO Head of Agency </div> </div>																															