

| REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form) | | 1. NAME OF EMPLOYEE MANGAANG YOLANDA DELA CRUZ <small>(Family Name) (Given Name) (Middle Name)</small> | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|---|--|-------------|--|--|--|-----|----|---|--|----|----|---------------------------------|--|----|----|--|--|----|----|--|--|------|--|--|--|
| 2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte | | 3. BUREAU OR OFFICE | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. DEPT./BRANCH/DIVISION Pest Management | | 5. WORK STATION/PLACE OF WORK DPM, Visayas State Univ, Baybay, Leyte | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. | 6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. VisCA-APRO3-9-2014 | 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 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10. WAPCO CLASSIFICATION OF THIS POSITION | | 11. OCCUPATION GROUP TITLE <small>(leave blank)</small> | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY <input type="checkbox"/> CITY <input type="checkbox"/> PROVINCE <input type="checkbox"/> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> 5th <input type="checkbox"/> 6th <input type="checkbox"/> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Percent of Working Time: <table style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="4" style="text-align: center; border-bottom: 1px solid black;">D U T I E S</th> </tr> <tr> <td style="width: 10%; vertical-align: top;">85%</td> <td style="width: 10%; vertical-align: top;">1.</td> <td colspan="2" style="vertical-align: top;">Teaches assigned subject and performs 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.</td> </tr> <tr> <td style="vertical-align: top;">5%</td> <td style="vertical-align: top;">2.</td> <td colspan="2" style="vertical-align: top;">Member in different committees.</td> </tr> <tr> <td style="vertical-align: top;">5%</td> <td style="vertical-align: top;">3.</td> <td colspan="2" style="vertical-align: top;">Participate in the co-curricular activities.</td> </tr> <tr> <td style="vertical-align: top;">5%</td> <td style="vertical-align: top;">4.</td> <td colspan="2" style="vertical-align: top;">Perform other functions assigned by the Department Head.</td> </tr> <tr> <td style="vertical-align: top;">100%</td> <td></td> <td colspan="2"></td> </tr> </table> | | | | D U T I E S | | | | 85% | 1. | Teaches assigned subject and performs 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% | | | |
| D U T I E S | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 85% | 1. | Teaches assigned subject and performs 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% | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 80% 1. Teach courses in plant protection, plant pathology, and microbiology and perform other teaching-related functions | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10% 2. Conduct research and extension activities of the department | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5% 3. Perform functions in the assigned committees | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5% 4. Participate in co-curricular activities of the department + university | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 100% | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| 14. POSITION TITLE OF IMMEDIATE SUPERVISOR <i>Department Head AD</i> | | 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <i>Dean & college (CAFS)</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|------------|--|------------|----------|----------------|-------|-----|----------------|-----|-----|-------------|-----|-----|------------|-----|-----|-----------------|-----|-----|--|--|--------------------------|-------|------------|-----|-------------|-----|---------------------------|-----|------------------|-----|
| 16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) <i>NA</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <i>LCD projector, microscope, computer, printer, cellphone, lab equipment/apparatus</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18. CONTRACT | | 19. WORKING CONDITION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th></th> <th>Occasional</th> <th>Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td>[X]</td> <td>[]</td> </tr> <tr> <td>Other Agencies</td> <td>[]</td> <td>[]</td> </tr> <tr> <td>Supervisors</td> <td>[]</td> <td>[]</td> </tr> <tr> <td>Management</td> <td>[]</td> <td>[]</td> </tr> <tr> <td>Other (Specify)</td> <td>[]</td> <td>[]</td> </tr> </tbody> </table> | | | Occasional | Frequent | General Public | [X] | [] | Other Agencies | [] | [] | Supervisors | [] | [] | Management | [] | [] | Other (Specify) | [] | [] | <table border="1"> <tbody> <tr> <td>Normal Working Condition</td> <td>[X]</td> </tr> <tr> <td>Field Work</td> <td>[]</td> </tr> <tr> <td>Field Trips</td> <td>[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td>[]</td> </tr> <tr> <td>Others (Specify)</td> <td>[]</td> </tr> </tbody> </table> | | Normal Working Condition | [X] | Field Work | [] | Field Trips | [] | Exposed to Varied Weather | [] | Others (Specify) | [] |
| | Occasional | Frequent | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| General Public | [X] | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other Agencies | [] | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Supervisors | [] | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Management | [] | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other (Specify) | [] | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Normal Working Condition | [X] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Field Work | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Field Trips | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Exposed to Varied Weather | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Others (Specify) | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div> <i>Dec. 12, 2014</i> Date </div> <div> <i>Yomangasay</i> Signature of Employee </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21. Describe briefly the general function of the Unit or Section. <i>train students (undergraduate & graduate) in the fields of Plant Protection, Plant Pathology, Entomology & Weed Science</i> <i>conduct activities in research, extension, & production in Plant Protection</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22. Describe briefly the general function of the position. <i>engage in instruction, research & extension activities related to plant protection esp plant pathology</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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: <i>Master of Science in Plant Pathology</i> Experience: <i>two years of relevant experience; 8 hrs of relevant training</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23b. Licenses or certificates required to do this work, if any. <i>Agriculturist license</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div> Date </div> <div> <i>Jesus TO L. LIM</i> Signature and Title of Immediate Supervisor </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25. APPROVED: <div style="display: flex; justify-content: space-between;"> <div> Date </div> <div> <i>Jose L. Bautista</i> Head of Agency </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |