

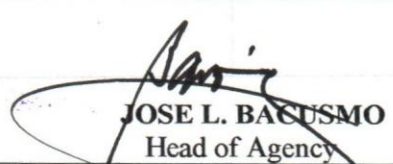


REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC Form No. 1 (Position Description Form)		EMNACE IVY CAPANGPANGAN (Family Name) Given Name (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		3. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY		VSU	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
Department of Food Science & Technology		VSU	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/S ITEM NO. VISCAB-INST 3-20	7a. SALARY P.A.: P 276,528.00	
		7b. OTHER COMPENSATION: PERAWACA	
8. OFFICIAL DESIGNATION OF POSITION Instructor III		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 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		
80%	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. Assist in the conduct of extension and research activities of the dept.		
5%	3. Member in different committees.		
5%	4. Participate in the co-curricular activities.		
5%	5. Perform other functions assigned by the Department Head.		
100%			

14. POSITION/TITLE OF IMMEDIATE SUPERVISOR Department Head		15. POSITION/TITLE OF NEXT HIGHER SUPERVISOR College Dean																													
16. NAME, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) None																															
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computer, LCD, visual aides, whiteboard pen, eraser, chalk, gradesheets, whiteboard/chalkboard, ballpen, pencil, kitchen utensils, laboratory equipment and other gadgets																															
18. CONTACT		19. WORKING CONDITION																													
<table border="0"><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>[x]</td><td>[]</td></tr><tr><td>Supervisors</td><td>[]</td><td>[x]</td></tr><tr><td>Management</td><td>[]</td><td>[x]</td></tr><tr><td>Others (Specify)</td><td>[]</td><td>[]</td></tr></tbody></table>			Occasional	Frequent	General Public	[x]	[]	Other Agencies	[x]	[]	Supervisors	[]	[x]	Management	[]	[x]	Others (Specify)	[]	[]	<table border="0"><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)	[]
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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>December 26, 2014</u> Date</div><div> IVY C. EMNACE Signature of Employee</div></div>																															
21. Describe briefly the general functions of the Unit or Section. Teaches undergraduate and graduate courses for BSFT students and service course.																															
22. Describe briefly the general function of the position. Involve in instruction, conduct 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: Relevant masteral degree. Experience: 1 yr. of relevant experience; 8 hrs. of relevant training.																															
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>January 26, 2015</u> Date</div><div> LORINA A. GALVEZ 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>																															