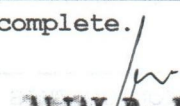




<p style="text-align: center;">REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)</p>	<p>1. NAME OF EMPLOYEE</p> <p style="text-align: center;">VALIDA ALJAY DARJA</p> <p style="text-align: center;">(Family Name) (Given Name) (Middle Name)</p>																		
<p>2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT</p> <p style="text-align: center;">Visayas State University, Baybay City, Leyte</p>	<p>3. BUREAU OR OFFICE</p> <p style="text-align: center;">Department of Horticulture</p>																		
<p>4. DEPT./BRANCH/DIVISION</p> <p style="text-align: center;">Horticulture</p>	<p>5. WORK STATION/PLACE OF WORK</p>																		
<p>6a. PRES. APPRO. 6b. PREV. APPRO</p> <p>ACT/ ACT/</p> <p>BOARD RES/ BOARD RES/</p> <p>ORD. NO. ORD. NO.</p> <p>ITEM NO. ITEM NO.</p>	<p>7a. SALARY P.A.:</p> <p>7b. OTHER COMPENSATION: P 24,000.00</p>																		
<p>8. OFFICIAL DESIGNATION OF POSITION</p> <p style="text-align: center;">Instructor I</p>	<p>9. WORKING PROPOSED TITLE</p> <p style="text-align: center;">Instructor I</p>																		
<p>10. WAPCO CLASSIFICATION OF THIS POSITION</p> <p style="text-align: center;">Instructor I</p>	<p>11. OCCUPATION GROUP TITLE (leave blank)</p>																		
<p>12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS</p> <p style="text-align: center;">MUNICIPALITY [] CITY [] PROVINCE []</p> <table style="width: 100%; text-align: center;"> <tr> <td>1st</td> <td>2nd</td> <td>3rd</td> <td>4th</td> <td>5th</td> <td>6th</td> </tr> <tr> <td>[]</td> <td>[]</td> <td>[]</td> <td>[]</td> <td>[]</td> <td>[]</td> </tr> </table>		1st	2nd	3rd	4th	5th	6th	[]	[]	[]	[]	[]	[]						
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[]	[]	[]	[]	[]	[]														
<p>13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.</p>																			
<p>Percent of : Working Time: D U T I E S</p>																			
<table style="width: 100%;"> <tr> <td style="width: 10%; text-align: right;">85%</td> <td>1. Teaches assigned subject and performs other teaching related functions, among others the following:</td> </tr> <tr> <td></td> <td>a) Prepared teaching materials/guides and submit to department head.</td> </tr> <tr> <td></td> <td>b) Conducts examination (mid/final/long hours/quizzes).</td> </tr> <tr> <td></td> <td>c) Checks test papers and return 1 week after exam.</td> </tr> <tr> <td></td> <td>d) Submits grade sheet and turn over class records to department head two weeks after final examination.</td> </tr> <tr> <td style="text-align: right;">5%</td> <td>2. Member in different committees.</td> </tr> <tr> <td style="text-align: right;">5%</td> <td>3. Participate in the co-curricular activities.</td> </tr> <tr> <td style="text-align: right;">5%</td> <td>4. Perform other functions assigned by the Department Head.</td> </tr> <tr> <td style="text-align: right;">100%</td> <td></td> </tr> </table>		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%	
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14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">Department Head</p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">Dean, College of Agriculture and Feed Science</p>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) <p style="text-align: center;">Michael Sudaria - SKI Fatima Rivera - SKI</p>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p style="text-align: center;">computer, LCD, Projector, calculators, blackboard pens, etc.</p>																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[X]</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>Other (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[X]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: right;">[X]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: right;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: right;">[]</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 style="text-align: center;"> <u>5/5/2016</u> Date </div> <div style="text-align: center;">  ALJAY B. VALERA Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <p style="text-align: center;">Teaching, research extension and production of horticulture crops.</p>																													
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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 plus other requirements per QS of the university Experience: none required																													
23b. Licenses or certificates required to do this work, if any. <p style="text-align: center;">none</p>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u> </u> Date </div> <div style="text-align: center;">  ROSARIO I. SILAS Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u> </u> Date </div> <div style="text-align: center;">  EDGARDO E. TULIN Head of Agency </div> </div>																													