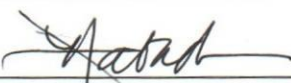


REPUBLIC OF THE PHILIPPINES BS-CSC Form No. 1 (POSITION DESCRIPTION FORM)		1. NAME OF EMPLOYEE TABADA                  WINSTON          MEMBREBE (Family Name)                  Given Name                  Middle Name	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <b>VISAYAS STATE UNIVERSITY, Baybay City, Leyte</b>		3. BUREAU OR OFFICE  <b>COLLEGE OF ENGINEERING</b>	
4. DEPT./ BRANCH / DIVISION <b>DEPT. OF COMPUTER SCIENCE &amp; TECHNOLOGY</b>		5. WORK STATION/PLACE OF WORK DEPARTMENT HEAD	
6a. PRES. APPRO. ACT/ BOARD RES./ ORD. NO. ITEM NO.		6a. PREV. APPRO. ACT/ BOARD RES./ ORD. NO. ITEM NO.	
		7a. SALARY P.A :  7b. OTHER COMPENSATION: ₱ 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION <b>ASSOCIATE PROFESSOR V</b>		9. WORKING PROPOSED TITLE <b>PROFESSOR I</b>	
10. WAPCO CLASSIFICATION OF POSITION		11. OCCUPATION GROU TITLE	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT UNIT AND UNIT'S CLASS MUNICIPALITY [ ]                  CITY [ ]                  PROVINCE [ ] 1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup> 5 <sup>th</sup> 6 <sup>th</sup> [ ]                  [ ]                  [ ]                  [ ]                  [ ]                  [ ]			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time		D U T I E S	
10%		Administer the Department of Computer Science and Technology	
50%		Teaches major subjects for the BS Computer Science degree program	
30%		Propose and implement research and extension projects related to Information and communications technology	
10%		Lead the development and maintenance of information systems for the University and manage the University website.	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <b>COLLEGE DEAN</b>			15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <b>VICE PRESIDENT FOR ACADEMIC AFFAIRS</b>		
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their items item nos. and titles)					
NAME		TITLE		ITEM NOS.	
1. RAFAEL VERGARA		ADMINISTRATIVE AIDE III			
2. JUDE B. ROLA		ASST. PROFESSOR I			
3. MARIONITO J. GONZALES (on leave)		INSTRUCTOR II			
4. MAGDALENE C. UNA JAN (on study leave)		INSTRUCTOR I			
5. MICHAEL ANTHONY JAY B. REGIS		INSTRUCTOR I			
6. JONAH ORAÑO		INSTRUCTOR I			
7. DIONESIO ESTUPA		LABORATORY TECHNICIAN		(job order)	
8. CHARLES COTAMORA		COMPUTER OPERATOR		(job order)	
9. MARY JANE JABINES		COMPUTER OPERATOR		(job order)	
10. KENNETH BORCE		UTILITY WORKER		(job order)	
11. JESSAMINE C. ECLEO		PART-TIME INSTRUCTOR			
12. KAREN CAPAROSO		PART-TIME INSTRUCTOR			
13. DANTE PEQUE JR.		PART-TIME INSTRUCTOR			
14. JOCELYN T. PARING		PART-TIME INSTRUCTOR			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work					
<ul style="list-style-type: none"> <li>Computers in a local area network (LAN)</li> <li>Laptops</li> <li>Multimedia projector (LCD)</li> <li>Computer tools</li> </ul>					
18. CONTRACT			19. WORKING CONDITIONS		
	Occasional	Frequent			
General Public	[X]	[ ]	Normal working condition		[X]
Other Agencies	[ ]	[ ]	Field work		[ ]
Supervisors	[ ]	[ ]	Field Trips		[ ]
Management	[ ]	[ ]	Exposed to Varied Weather		[ ]
Other (specify)	[ ]	[ ]	Others (specify)		[ ]
20. I CERTIFY that the above answers are accurate and complete.					
<div style="border-bottom: 1px solid black; width: 100px; margin-bottom: 5px;"></div> <div style="text-align: center;">Date</div>			<div style="text-align: center;">   <div style="border-bottom: 1px solid black; width: 100px; margin-bottom: 5px;"></div> <div style="text-align: center;">Signature of Employee</div> </div>		
21. Describe briefly the general function of the Unit or Section					
<p>The general function of the Department of Computer Science and Technology is to handle the offering of the Bachelor of Computer Science (BSCS) degree program of the University. This involves the design and implementation of the BSCS curriculum, making sure that the delivery of instruction in Computer Science subjects is at least within the standard mandated by CHED and thereby produce globally competitive graduates.</p>					
22. Describe briefly the general function of the position.					
<p>The general function of a professor is to teach subjects in line to his/her field of expertise, conduct researches and be involved in extension activities.</p>					

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: *4 yrs. of rel. experience; 24 hrs. of rel. lang.*

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

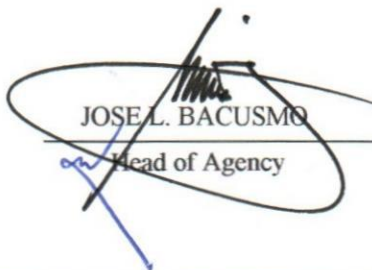
24. I HEREBY CERTIFY that the above answers are accurate and complete.

\_\_\_\_\_  
Date

  
ROBERTO C. GUARTE  
College of Engineering Dean

25. APPROVED:

\_\_\_\_\_  
Date

  
JOSE L. BACUSMO  
Head of Agency