

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE MAHILUM, JEDI JOY BELMONTE (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION <i>Plant Breeding & Genetics</i>		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. 6b. PREV. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. LS		7a. SALARY P.A.: P 181,428.00 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Instructor I		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank) <i>152/20</i>	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th []			
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			
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%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Dept. Head	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR College Dean														
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)															
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computer, pens, puncher, etc.															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td rowspan="2" style="width: 40%; vertical-align: top;"> 18. CONTRACT General Public Other Agencies Supervisors Management Other (Specify) </td> <td style="width: 20%; text-align: center;">Occasional</td> <td style="width: 20%; text-align: center;">Frequent</td> <td style="width: 20%;"></td> </tr> <tr> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</td> <td></td> </tr> <tr> <td rowspan="2" style="vertical-align: top;"> 19. WORKING CONDITION Normal Working Condition Field Work Field Trips Exposed to Varied Weather Others (Specify) </td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</td> <td></td> </tr> <tr> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> <td></td> </tr> </table>		18. CONTRACT General Public Other Agencies Supervisors Management Other (Specify)	Occasional	Frequent		[X]	[]		19. WORKING CONDITION Normal Working Condition Field Work Field Trips Exposed to Varied Weather Others (Specify)	[X]	[]		[]	[]	
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	[]	[]													
20. I CERTIFY that the above answers are accurate and complete. Date <u>06/22/10</u> JEDI JOY B. MAHILUM Signature of Employee															
21. Describe briefly the general function of the Unit or Section. To provide instruction, research & extension services.															
22. Describe briefly the general function of the position. Instruction.															
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 positions other than teaching). Education: B. S. degree in the area of specialization. Experience:															
23b. Licenses or certificates required to do this work, if any.															
24. I HEREBY CERTIFY that the above answers are accurate and complete. Date _____ DILBERTO O. FERRAREN Signature and Title of Immediate Supervisor															
25. APPROVED: Date _____ JOSE L. BACUSMO Head of Agency															

CP# 5105
6/22/10

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