

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE  <div style="display: flex; justify-content: space-between;"> <span>FERRAREN</span> <span>DILBERTO</span> <span>O.</span> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>(Family Name)</span> <span>(Given Name)</span> <span>(Middle Name)</span> </div>													
2. DEPARTMENT CORPORATION OR AGENCY/ LOCAL GOVERNMENT  Visayas State University		3. BUREAU OR OFFICE  Visayas State University													
4. DEPT./BRANCH/DIVISION PhilRootcrops		5. WORK STATION/PLACE OF WORK Baybay, City													
6a. PRES. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.:  7b. OTHER COMPENSATION: P 24,000.00													
8. OFFICIAL DESIGNATION OR POSITION  Professor		9. WORKING PROPOSED TITLE													
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)													
12. FOR LOCAL GOVERNMENT POSITION. CHECK GOVERNMENT UNIT AND UNIT'S CLASS MUNICIPALITY [    ]                      CITY [    ]                      PROVINCE [    ] <div style="display: flex; justify-content: space-around; font-size: small;"> <span>1<sup>st</sup></span> <span>2<sup>nd</sup></span> <span>3<sup>rd</sup></span> <span>4<sup>th</sup></span> <span>5<sup>th</sup></span> <span>6<sup>th</sup></span> </div>															
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.															
DUTIES															
Percent of Working Time :	<table border="0" style="width: 100%;"> <tr> <td style="width: 15%; text-align: center;">35%</td> <td>1. Teaches assigned subject and performs other teaching related functions, among others the following:            a)Prepared teaching materials/guides and submit to Center 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="text-align: center;">40%</td> <td>2. Conducts researches on root crops genetic resources, varietal improvement &amp; crop production management            a)Collects genetic resources for aroids &amp; minor rootcrops            b)Create new variants of aroids &amp; do evaluation trials            c)Submit reports of research reports            d)Do other related research on other crop specimen</td> </tr> <tr> <td style="text-align: center;">10%</td> <td>3. Conducts extension work as discipline/topic specialist/as resource person in extension activities</td> </tr> <tr> <td style="text-align: center;">5%</td> <td>4. Member in different committees.</td> </tr> <tr> <td style="text-align: center;">5%</td> <td>5. Participate in the co-curricular activities</td> </tr> <tr> <td style="text-align: center;">5%</td> <td>6. Perform other functions assigned by the Center Head.</td> </tr> </table>			35%	1. Teaches assigned subject and performs other teaching related functions, among others the following: a)Prepared teaching materials/guides and submit to Center 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.	40%	2. Conducts researches on root crops genetic resources, varietal improvement & crop production management a)Collects genetic resources for aroids & minor rootcrops b)Create new variants of aroids & do evaluation trials c)Submit reports of research reports d)Do other related research on other crop specimen	10%	3. Conducts extension work as discipline/topic specialist/as resource person in extension activities	5%	4. Member in different committees.	5%	5. Participate in the co-curricular activities	5%	6. Perform other functions assigned by the Center Head.
35%	1. Teaches assigned subject and performs other teaching related functions, among others the following: a)Prepared teaching materials/guides and submit to Center 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.														
40%	2. Conducts researches on root crops genetic resources, varietal improvement & crop production management a)Collects genetic resources for aroids & minor rootcrops b)Create new variants of aroids & do evaluation trials c)Submit reports of research reports d)Do other related research on other crop specimen														
10%	3. Conducts extension work as discipline/topic specialist/as resource person in extension activities														
5%	4. Member in different committees.														
5%	5. Participate in the co-curricular activities														
5%	6. Perform other functions assigned by the Center Head.														

161

44 1507

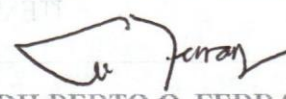
14. POSITION TITLE OF IMMEDIATE SUPERVISOR Professor	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Center Director
---	---

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

18. CONTACT	Occasional		Frequent		19. WORKING CONDITION	
General Public	[ x ]		[ ]		Normal Working Condition	[ x ]
Other Agencies	[ ]		[ ]		Field Work	[ ]
Supervisors	[ ]		[ ]		Field Trips	[ ]
Management	[ ]		[ ]		Exposed to Varied Weather	[ ]
Others (Specify)	[ ]		[ ]		Others (Specify)	[ ]

20. I CERTIFY that the above answers are accurate and complete



DILBERTO O. FERRAREN

Signature of Employee

Date

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 the qualifications of the present incumbent. This item should be filled for all positions other than teaching.)

Education: Relevant masteral degree

Experience: 5 yrs of relevant experience; 32 hrs of relevant training.

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

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

Date

MARCELO A. QUEVEDO - Professor

Signature and Title of Immediate Supervisor

APPROVED:

Date

JOSE L. BACUSMO

Head of Agency