

REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC Form No. 1 (Position Description Form)		LINA DARIO PEREZ (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VSU	
4. DEPT./BRANCH/DIVISION Horticulture		5. WORK STATION/PLACE OF WORK VSU	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.		6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. VISCAB-	
		7a. SALARY P.A.: P22,536.00 7b. OTHER COMPENSATION PERA/ACA P24,000.00/a AP2-21-2011	
8. OFFICIAL DESIGNATION OF POSITION Asst. Prof. II		9. WORKING PROPOSED TITLE Asst. Prof. II	
10. WAPCO CLASSIFICATION OF THIS POSITION Asst. Prof. II		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION; CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS			
MUNICIPALITY [ ] CITY [ ] PROVINCE [ ]			
1st 2nd 4th 5th 6th [ ] [ ] [ ] [ ] [ ]			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of : Working time : DUTIES			
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 Department Head		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Dean, OARS	
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (See Form 7) list only by their item nos. and titles) <b>Romeo Belarmino - Agricultural Technician, 3 laborers</b>			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. computer, projector, LCD, blackboard, chalk, pens, weighing scales, etc.			
18. CONTACT		19. WORKING CONDITION	
Occasional      Frequent		Normal Working Condition <input checked="" type="checkbox"/>	
General Public	<input type="checkbox"/>	Field work	<input type="checkbox"/>
Other Agencies	<input checked="" type="checkbox"/>	Field Trips	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	Exposed to Varied Weather	<input type="checkbox"/>
Management	<input type="checkbox"/>	Other's (Specify)	<input type="checkbox"/>
Others (Specify)	<input type="checkbox"/>	<input checked="" type="checkbox"/> students	
20. I CERTIFY that the above answers are accurate and complete.  2/28/14 <u>DARIO P. LINA</u> Date      Signature of Employee			
21. Describe briefly the general function of the Unit or Section. Teaching Horticulture subjects do extension and production services.			
22. Describe briefly the general function of the position. Teaching Horticulture subjects, research, extension and production of horticultural crops.			
23.a. 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: <b>MS Graduate and other requirements per QS of the University</b> Experience: <b>none required</b>			
23b. Licenses or certificates required to do this work,			
24. I HEREBY CERTIFY that the above answers are accurate and complete.  _____ Date <u>ANTONIO L. AGUILO, JR.</u> Signature and Title of Immediate Supervisor			
25. APPROVED		<u>JOSUE BACUSMO</u> Head of Agency	
_____ Date			