

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE MATHLUM JEDI JOY BELMONTE (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	5. WORK STATION/PLACE OF WORK VSU	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. 15	7a. SALARY P.A.: P162,144-V
8. OFFICIAL DESIGNATION OF POSITION Instructor I	7b. OTHER COMPENSATION/RA/ACA	
10. WAPCO CLASSIFICATION OF THIS POSITION	9. WORKING PROPOSED TITLE	
12. FOR LOCAL GOVERNMENT POSITION CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE []	11. OCCUPATION GROUP TITLE (leave blank)	
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.		
Percent of Working Time : DUTIES		
3 hrs. : Lab. class PB 117 6 hrs. : Lab. class Bio22p. 3 hrs. : Lab. class PB 110 3 hrs. : Lab. class PB 113 Evaluation of Promising Upland Rice in Eastern Visayas Evaluation of Promising Aromatic Rice in Visayas Academic Adviser Research (Co-study leader) Date: _____ APPROVED Date: _____		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

College Dean

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (list only by their item nos. and titles)

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

Computer

18. CONTACT

Occasional Frequent

General Public

[]

[x]

Other Agencies

[x]

[]

Supervisors

[x]

[x]

Management

[x]

[]

Others (Specify)

[]

[]

19. WORKING CONDITION

Normal Working Condition

Field work

[]

Field Trips

[]

Exposed to Varied Weather

[]

Other's (Specify)

[]

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

June 03, 2009

Date

Signature of Employee

21. Describe briefly the general function of the Unit or Section.

Instruction

22. Describe briefly the general function of the position.

Teaching and research

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. 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

7 June '09

Date

RODRIGO F. SEBASTOS
Dep. Head

Signature and Title of Immediate Supervisor

25. APPROVED

Date

JOSE L. BAEUSMO
Head of Agency