

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE  GORNE      NENO      DEGRANA (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 AGRICULTURE		5. WORK STATION/PLACE OF WORK VISAYAS STATE UNIVERSITY, BAYBAY CITY	
6a. PRES. APPRO.      6b. PREV. APPRO. ACT/      ACT/ BOARD RES/      BOARD RES/ ORD. NO.      ORD. NO. ITEM NO.      ITEM NO.		7a. SALARY P.A.: P 298,644.00  7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION ASST. PROF. I		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
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%			



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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 (if more than (7), list only by their item nos. and titles)

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

computer, printer, etc.

18. CONTRACT

	Occasional	Frequent
General Public	[ X ]	[ ]
Other Agencies	[ ]	[ ]
Supervisors	[ ]	[ ]
Management	[ ]	[ ]
Other (Specify)	[ ]	[ ]

19. WORKING CONDITION

Normal Working Condition	[ X ]
Field Work	[ ]
Field Trips	[ ]
Exposed to Varied Weather	[ ]
Others (Specify)	[ ]

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

Oct. 1, 2015

Date

Signature of Employee

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

To provide instruction, research, production, extension and administrative services

22. Describe briefly the general function of the position.

To teach undergraduate and graduate courses in Agronomy and conduct research, extension & production activities in related fields.

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: MS degree relevant to the job.

Experience: 1 yr of relevant experience; 4 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.

Oct. 1, 2015

Date

Signature and Title of Immediate Supervisor

25. APPROVED:

\_\_\_\_\_  
Date

JOSE L. BACUSMO  
Head of Agency