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| REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form) | | 1. NAME OF EMPLOYEE (Family Name) VASQUEZ (Given Name) ERLINDA (Middle Name) | |
| 2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte | | 3. BUREAU OR OFFICE | |
| 4. DEPT./BRANCH/DIVISION Visayas State University | | 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. VISAB-PROF6-8-2014 | | 7a. SALARY P.A.: P 877,188.00 7b. OTHER COMPENSATION: P 24,000.00 | |
| 8. OFFICIAL DESIGNATION OF POSITION Professor VI | | 9. WORKING PROPOSED TITLE PROFESSOR VI | |
| 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. Conducts/implements approved and funded research and perform other research related functions. a. Prepares research proposals and submit to funding agencies. b. Supervise research assistants and laborers in the conduct of experiment c. Prepares accomplishment reports and project terminal reports d. Presents research outputs in scientific fora and meetings. | | | |
| 5% 2. Teaches assined subject and perform other teaching related functions | | | |
| 5% 3. Performs extension related activities a. Acts as resource person during trainings and seminars b. Produces extension materials | | | |
| 2.5% 4. Participate in co-curricular activities | | | |
| 2.5% 5. Perform other functions assigned by the office head. | | | |

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| 14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">Professor</p> | 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">Professor/Director</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|------------|----------|----------------|-------|-----|----------------|-----|-----|-------------|-----|-----|------------|-----|-----|-----------------|-----|-----|--|--------------------------|-------|------------|-----|-------------|-----|---------------------------|-----|------------------|-----|
| 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. <p style="text-align: center;">computer, printer, etc.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table> | | Occasional | Frequent | General Public | [X] | [] | Other Agencies | [] | [] | Supervisors | [] | [] | Management | [] | [] | Other (Specify) | [] | [] | 19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table> | Normal Working Condition | [X] | Field Work | [] | Field Trips | [] | Exposed to Varied Weather | [] | Others (Specify) | [] |
| | Occasional | Frequent | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| General Public | [X] | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other Agencies | [] | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Supervisors | [] | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Management | [] | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other (Specify) | [] | [] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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. <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <p>January 13, 2015</p> <p>_____ Date</p> </div> <div style="text-align: center;"> <p><i>Erlinda A. Vasquez</i> ERLINDA A. VASQUEZ _____ Signature of Employee</p> </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21. Describe briefly the general function of the Unit or Section. <p style="text-align: center;">to provide instruction, research + extension service</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22. Describe briefly the general function of the position. <p style="text-align: center;">Instruction</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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). <div style="display: flex;"> <div style="flex: 1;"> <p>Education: Relevant doctoral degree</p> <p>Experience: 5 yrs. of relevant experience, 32 hrs. of relevant training</p> </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23b. License or certification required to do this work, if any. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <p>_____ Date</p> </div> <div style="text-align: center;"> <p><i>[Signature]</i> _____ Signature and Title of Immediate Supervisor</p> </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25. APPROVED: <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <p>_____ Date</p> </div> <div style="text-align: center;"> <p><i>[Signature]</i> JOSE L. BACUSMO Head of Agency</p> </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |