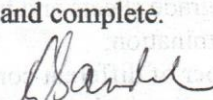



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|--|---|---|--|
| REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form) | | 1. NAME OF EMPLOYEE GOLTIANO HENRY YONTING (Family Name) (Given Name) (Middle Name) | |
| 2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Visca, Baybay City, Leyte | | 3. BUREAU OR OFFICE | |
| 4. DEPT./BRANCH/DIVISION Dept. of Agricultural Education and Extension | | 5. WORK STATION/PLACE OF WORK VSU, Visca, Baybay City, Leyte | |
| 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: | |
| 8. OFFICIAL DESIGNATION OF POSITION Associate Professor V | | 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 () 1 st 2 nd 3 rd 4 th 5 th 6 th () () () () () () | | | |
| 13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets. | | | |
| Percent of Working Time DUTIES | | | |
| 85% | 1. Teaches assigned subject/s and performs other teaching-related functions, including the following: a. Prepares teaching materials/guides and submit to department head, b. Conducts examination (midterm/final/long hours/quizzes), c. Checks test papers and return them one week after the exam, and d. Submits grade sheets and turn over class records to department head two weeks after the final examination; | | |
| 5% | 2. Serve as member of different committees; | | |
| 5% | 3. Participate in co-curricular activities; and | | |
| 5% | 4. Perform other functions assigned by the Department Head | | |
| 100% | | | |

| | | | |
|---|------------|--|-------------------------------|
| 14. POSITION TITLE OF IMMEDIATE SUPERVISOR Professor VI/Department Head | | 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR College Dean | |
| 16. NAMES, TITLE 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. | | | |
| 18. CONTACT | | 19. WORKING CONDITION | |
| | Occasional | Frequent | |
| 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. | | | |
| Date July 27, 2014 | | Signature of Employee | |
| 21. Describe briefly the general function of the Unit or Section. To provide instruction, research and 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 in the field of specialization. | | | |
| Experience: 3 years of relevant experience: 16 hours 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 | |  ANTONIA CECILIA YAP-SANDOVAL, Dept. Head, DAEE Signature and Title of Immediate Supervisor | |
| 25. APPROVED; | | | |
| Date | |  EDGARDO E. TULIN Head of Agency | |