

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

GALVEZ LORINA ACILO
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

3. BUREAU OR OFFICE

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

DEPT. OF FOOD SCIENCE & TECHNOLOGY

DEPT. OF FOOD SCIENCE & TECHNOLOGY

6a. PRES. APPROP. 6b. PREV. APPROP.

ACT/
BOARD RES/
ORD. NO.
ITEM NO.

ACT/
BOARD RES/
ORRD. NO.
ITEM NO.

INQ1-8-2005

7a. SALARY P.A. ₱205,764.00

7b. OTHER COMPENSATION: PERA/ACA ₱24,000/A

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING PROPOSED TITLE

INSTRUCTOR-1

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATION GROUP TITLE
(Leave Blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT 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 attach additional sheets.

Percent of
Working
Time

DUTIES:

80% - Instruction - Teaching graduate and undergraduate courses.

10% - Extension - Served as resource person during Trainings, extending processing technologies to different groups of clients.

10% - Research - Advising undergraduate and high school students in their research work.

100%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

DEPT. 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).

NONE

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

OVEN, REF., BALANCE, GLASSWARES, FURNACE, KITCHEN TOOLS

18. CONTACT

19. WORKING CONDITION

General Public
Other agencies
Supervisors
Management
Others (specify)

Occasional Frequent

<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Normal Working Condition
Field Work
Field Trips
Exposed to varied weather
Other (specify) travels

<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

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

SEPT. 16, 2009
Date

Signature of employee

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

To perform the four-fold functions of VSU, Instruction, Research, Extension & Production

22. Describe briefly the general function of the position

To do instruction & extension & research as mandated by the University.

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 qualification of the present incumbent. This item should be filled for all positions other than teaching).

Education: B.S. degree relevant to the job.

Experiences:

23b. Licenses or certificates required to do this work, if any.

24. I hereby certify that the above answers are accurate and complete.

Date

ROBERTA D. LAUZON
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

JOSE L. MACUSMO
President
Head of Agency