

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE GRAVOSO ROTACIO SABONG (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY	
4. DEPT./BRANCH/DIVISION Department of Development Communication		5. WORK STATION/PLACE OF WORK Visca, Baybay City, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. LS viscam-prof-5-q-2014	7a. SALARY P.A.: P 8,12,208 - 7b. OTHER COMPENSATION: PERA/ACA P 24,000	
8. OFFICIAL DESIGNATION OF POSITION Professor		9. WORKING PROPOSED TITLE Professor V	
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 [x] PROVINCE [] <div style="display: flex; justify-content: space-around;"> <div>1st []</div> <div>2nd []</div> <div>3rd []</div> <div>4th []</div> <div>5th []</div> <div>6th []</div> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of : Working Time	DUTIES		
50	1. Teaches undergraduate/graduate in development communication.		
20	2. Undertakes research and extension projects/activities in support of existing programs of the university.		
5	3. Advises thesis students, student interns and student organizations.		
5	4. Serves as member in the different standing committees of the department and the university.		
20	5. Performs administrative functions as head of the University Review Center and Center for Continuing Education and other tasks assigned by supervisors.		
----- 100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
Head, Department of Development Communication

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Dean, College of Agriculture and Food Science

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item and titles)nos.

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work: Laptop/Notebook, Desktop Computers, TV, DVD player/recorder, digital cameras, scanners, LCD, printer, etc.


18. CONTRACT

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

19. WORKING CONDITION
Normal Working Condition
Field Work [/]
Field Trips [/]
Exposed to Varied Weather [/]
Others (Specify) []

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

Date


ROTACIO S. GRAVOSO
Signature of Employee

21. Describe briefly the general function of the Unit or Section.
The Department of Development Communication offers two curricular programs: the Bachelor of Science in Development Communication with three specializations: Development Journalism, Community Broadcasting and Educational Communication Technology; and the Master of Science in Development Communication (MSDC). DevCom is also offered as a minor field under the MAgDev Program. The DDC faculty members also conduct research projects and implements development programs/projects to strengthen its instruction function.

22. Describe briefly the general function of the position.
The main function of a professor at the DDC is to teach BSDC and MSDC courses (60%). Please see duties (Section 13 of this form).

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~~ doctoral degree

Experience: ~~5 yrs. of relevant experience~~; 32 hrs. of relevant training.

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

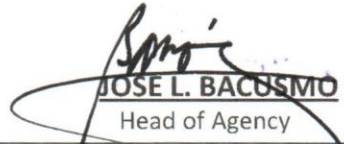
24. I HEREBY CERTIFY that the above answers are accurate and complete.

Date


CHRISTINA A. GABRILLO
Head, DDC

25. APPROVED:

Date


JOSE L. BACUSMO
Head of Agency