

REPUBLIC OF THE PHILIPPINES  
BC-CSC Form No. 1  
(Position Description Form)

1. NAME OF EMPLOYEE

SALES, JUDE NONIE A.  
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY  
Visayas State College of Agriculture

3. BUREAU OR OFFICE

Department of Development Communication

4. DEPT./BRANCH/DIVISION

Department of Development Communication

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

ITEM NO. LS

6b. PREV. APPRO

ACT/

BOARD RES/

ORD. NO.

ITEM NO. LS

7a. SALARY P.A.: ₱ 134,004.00

7b. OTHER COMPENSATION: PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION

Instructor I

9. WORKING PROPOSED TITLE

Instructor I

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 :

DUTIES

- |      |  |
|------|--|
| 70%  | 1. To teach undergraduate courses in Development Communication                                     |
| 5%   | 2. To undertake extension-communication activities in support of existing programs of the College. |
| 5%   | 3. To conduct communication research to help strengthen the departments' program.                  |
| 10%  | 4. To advise thesis students, student interns, and student organizations.                          |
| 5%   | 5. To serve as member in the different standing committees of the department.                      |
| 5%   | 6. To do other tasks assigned by the superiors.  |
| 100% |  |



14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director of Instruction

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.

Computers, OHP-OHTS, Cameras, ~~for~~ materials, Ims, Books.

18. CONTRACT

Occasional Frequent

General Public

[ ]

[ ]

Other Agencies

[ ]

[ ]

Supervisors

[ ]

[ ]

Management

[ ]

[ ]

Other (Specify)

[ ]

[ ]

Ans e.g. farmers.

19. WORKING CONDITION

Normal Working Condition

[ ]

Field Work

[ ]

Field Trips

[ ]

Exposed to Varied Weather

[ ]

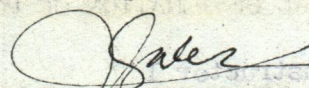
Others (Specify)

[ ]

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

09/14/2001

Date



JUDE NONIE A. SALES

Signature of Employee

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

To provide instruction, research & extension services.

22. Describe briefly the general function of the position.

Instructor

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:

BS degree with specific area of specialization plus other requirements per CS of the College.

Experience:

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

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

Date

  
WOLFREDA T. ALESNA

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

  
PACIENCIA P. MILAN

Head of Agency