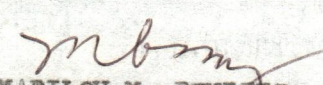
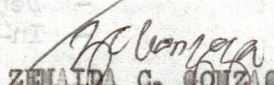
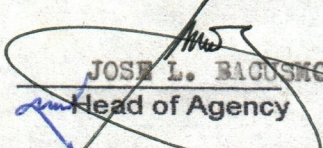


1. NAME OF EMPLOYEE DEWITEZ MARILOU MANTE (Family Name) (Given Name) (Middle Name)		14. POSITION TITLE OF IMMEDIATE SUPERVISOR REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VSU	
4. DEPT./BRANCH/DIVISION Horticulture		5. WORK STATION/PLACE OF WORK VSU	
6a. PRES. APPRO. ACT/ WORKING CONDITION BOARD RES/ Normal Working Condition ORD. NO.	6b. PREV. APPRO. ACT/ WORKING CONDITION BOARD RES/ Normal Working Condition ORD. NO.	7a. SALARY P.A. ₱62,144.00	
8. OFFICIAL DESIGNATION OF POSITION Instruction I		7b. OTHER COMPENSATION PER/ACA ₱24,000.00/annum	
10. WAPCO CLASSIFICATION OF THIS POSITION		9. WORKING PROPOSED TITLE Instruction I	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE []		11. OCCUPATION GROUP/TITLE (leave blank)	
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time :			
DUTIES			
70% Teaching	23a. Indicate the required qualifications by years and kind of education considered in filling up a vacancy for this position. (Keep the position open if the incumbent is not qualified for the position. This item should be filled for positions requiring a minimum of 1 year of experience.) - Teaches Hort 111 Laboratory - Teaches Hort 112 Laboratory - Teaches Hort 22 Lecture and Laboratory - Teaches Hort 142 Lecture and Laboratory		
20% Extension	23b. Licenses or certificates required to do this work, if any. - HMLP Component Leader		
10% Others	24. I HEREBY CERTIFY that the above are the duties and responsibilities of the position. - Project Lead/charge Coffee Project - Dept. Secretary - In-charge Postharvest Laboratory		
Signature and Title of Immediate Supervisor		Date	
Head of Agency		Date	
APPROVED		Date	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Dean, CA																		
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (List only by their item nos. and titles) Roland Managanag - Laborer																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. computer, LCD, blackboard, ballpens, chalk, balances																			
18. CONTACT <table style="width: 100%; border: none;"> <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;">☐</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>Others (Specify)</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">☒ students</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	☐	☐	Other Agencies	☐	☐	Supervisors	☐	☐	Management	☐	☐	Others (Specify)	☐	☒ students	19. WORKING CONDITION Normal Working Condition ☒ x Field work ☐ Field Trips ☐ Exposed to Varied Weather ☒ x Other's (Specify) ☐
	Occasional	Frequent																	
General Public	☐	☐																	
Other Agencies	☐	☐																	
Supervisors	☐	☐																	
Management	☐	☐																	
Others (Specify)	☐	☒ students																	
20. I CERTIFY that the above answers are accurate and complete. <u>4/23/09</u> Date  <u>MARILOU M. BENITEZ</u> Signature of Employee																			
21. Describe briefly the general function of the Unit or Section. Do instruction, research and extension work of Horticultural crops.																			
22. Describe briefly the general function of the position. Teaching and extension/production works of horticultural crops																			
23.a. 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: MS graduate plus other requirements per QS of the university Experience: none required																			
23b. Licenses or certificates required to do this work, if any. none																			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <u> </u> Date  <u>ZENALDA C. CONZAGA</u> Signature and Title of Immediate Supervisor																			
25. APPROVED <u> </u> Date  <u>JOSE L. BACUSMO</u> Head of Agency																			