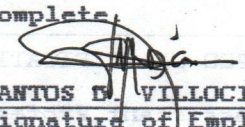
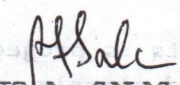



REPUBLIC OF THE PHILIPPINES DC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE VILLOCINO SANTOS, JR. (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE Horticulture	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. 6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. VISCAP-AP2-16-1998		7a. SALARY P.A.: P 24,004.00 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Assistant Professor III		9. WORKING PROPOSED TITLE Assistant Professor III	
10. WAPCO CLASSIFICATION OF THIS POSITION Assistant Professor III		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY <input type="checkbox"/> CITY <input type="checkbox"/> PROVINCE <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> 5th <input type="checkbox"/> 6th <input type="checkbox"/>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time: DUTIES			
40%	1. Assumes as Head of the Infrastructure Dev. And Bldg maintenance Unit and provides direction of the Unit in preparing its long range and action plans.		
20%	2. Directly supervises implementation of approved new Infrastructures and Building maintenance projects by Administration.		
20%	3. Prepares plans and cost estimates of approved and funded projects in compliance with rules and regulations and as basis in monitoring of accomplishments.		
15%	4. Acts as project engineer of project implementation by private contractor and closely monitors implementation to ensure compliance to plans and specifications of the projects.		
5%	5. Undertake or perform other related tasks that may be assigned by superior.		

11/20/16

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head		14. 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 nos. and titles) Science Research Assistants and Laborers																															
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computers, LCD, blackboard, pens, class records, chalk, weighing scales, etc.																															
18. CONTRACT		19. WORKING CONDITION																													
<table border="1"><thead><tr><th></th><th>Occasional</th><th>Frequent</th></tr></thead><tbody><tr><td>General Public</td><td>[X]</td><td>[]</td></tr><tr><td>Other Agencies</td><td>[]</td><td>[]</td></tr><tr><td>Supervisors</td><td>[]</td><td>[]</td></tr><tr><td>Management</td><td>[]</td><td>[]</td></tr><tr><td>Other (Specify)</td><td>[]</td><td>[]</td></tr></tbody></table>			Occasional	Frequent	General Public	[X]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	<table border="1"><tbody><tr><td>Normal Working Condition</td><td>[X]</td></tr><tr><td>Field Work</td><td>[]</td></tr><tr><td>Field Trips</td><td>[]</td></tr><tr><td>Exposed to Varied Weather</td><td>[]</td></tr><tr><td>Others (Specify)</td><td>[]</td></tr></tbody></table>		Normal Working Condition	[X]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
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Others (Specify)	[]																														
20. I CERTIFY that the above answers are accurate and complete. <div>November 11, 2016 Date</div> <div> SANTOS B. VILLOCINO, JR. Signature of Employee</div>																															
21. Describe briefly the general function of the Unit or Section. Teaching, do research, extension and production works on horticultural crops.																															
22. Describe briefly the general function of the position. Teaching horticulture subjects. Research, extension and production work on horticultural crops																															
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: Masteral degree in the area of specialization Experience: none required																															
23b. Licenses or certificates required to do this work, if any.																															
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div>Date</div> <div> ROSARIO A. SALAS Signature and Title of Immediate Supervisor</div>																															
25. APPROVED: <div>Date</div> <div> EDGARDO E. TULIN Head of Agency</div>																															