

Republic of the Philippines
POSITION DESCRIPTION FORM

DBM-CSC Form No. 1

(Revised Version No. 1, s. 2017)

1. POSITION TITLE (as approved by authorized agency) with parenthetical title

2. ITEM NUMBER

3. SALARY GRADE

4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS

- ☐ Province
☒ City
☐ Municipality

- ☐ 1st Class
☐ 2nd Class
☐ 3rd Class
☐ 4th Class

- ☐ 5th Class
☐ 6th Class
☐ Special

**5. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT**

6. BUREAU OR OFFICE

STATE UNIVERSITY AND COLLEGES

VISAYAS STATE UNIVERSITY

7. DEPARTMENT / BRANCH / DIVISION

8. WORKSTATION / PLACE OF WORK

Department of Agronomy

VSU, BAYBAY CITY, LEYTE

9. PRESENT APPROP

10. PREVIOUS APPROP ACT

11. SALARY AUTHORIZED

12. OTHER COMPENSATION

ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Head, DA

Dean, College of Agriculture and Food Science

15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED

(if more than seven (7) list only by their item numbers and titles)

POSITION TITLE

ITEM NUMBER

16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK

Computer, printer, laptop, projector, calculator

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal

Occasional

Frequent

17b. External

Occasional

Frequent

Executive / Managerial
Supervisors
Non-Supervisors
Staff

☒
☐
☒
☒

☐
☐
☒
☒

General Public
Other Agencies
Others (Please Specify):

☐
☐

☐
☐

admin offices

18. WORKING CONDITION

Office Work
Field Work

☒
☐

☐
☐

Other/s (Please Specify)

19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION

To conduct instruction, research and extension

5%

4. Performs other functions, among others:


a. Performs functions relative to committee memberships and other ad hoc assignments including related to quality assurance and other accreditation functions

b. Performs other functions assigned by the department head, College Dean, Vice Presidents and the University President

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23. ACKNOWLEDGMENT AND ACCEPTANCE:

I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.


JOANNAH O. QUILARIO

Employee's Name, Date and Signature


LUZ G. ASIO

Supervisor's Name, Date and Signature