

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

1. NAME OF EMPLOYEE
Rotacio S. Gravoso
GRAVOSO, ROTACIO S.
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

Visayas State College of Agriculture

3. BUREAU OR OFFICE

DDC, LSU

4. DEPT./BRANCH/DIVISION
DDC, LSU

5. WORK STATION/PLACE OF WORK
Baybay, Leyte

6a. PRES. APPRO. ACT/
BOARD RES/
ORD. NO.
ITEM NO.

6b. PREV. APPRO
ACT/
BOARD RES/
ORD. NO.
ITEM NO.

7a. SALARY P.A.:

7b. OTHER COMPENSATION:

8. OFFICIAL DESIGNATION OF POSITION

Assistant Professor 1

9. WORKING PROPOSED TITLE

Assistant Professor 2

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

- | | |
|------|---|
| 55% | 1. To teach undergraduate and graduate courses in Development Communication. |
| 10% | 2. To undertake extension-communication activities in support of existing program of the college. |
| 10% | 3. To conduct communication research to help strengthen the departments' program. |
| 10% | 4. To advise thesis students and student organizations. |
| 10% | 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)

N/A

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

COMPUTER, AUDIO CASSETTE TAPE PLAYER-RECORDER, VIDEO CAMERA, SUR

CAMERA

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.

APRIL 19, 2002

Date

ROTACIO S. GRAVOSO

Signature of Employee

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

To degree programs in development communication.

22. Describe briefly the general function of the position.

Teaching, research and extension

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: MS DevCom

Experience:

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

N/A

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

WOLFREDA T. ALESNA

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

PACIENCIA P. MILAN

Head of Agency