

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

1. NAME OF EMPLOYEE

RAMOS
(Family Name)

ARSENIO
(Given Name)

DECOY
(Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL
GOVERNMENT

Visayas State University, Baybay City, Leyte

3. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY (VSU)

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

VSU

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

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

VisCAP-APRO3-10-2014

7a. SALARY P.A.: **P 473,916.00**

7b. OTHER COMPENSATION: **P 24,000.00**

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING PROPOSED TITLE

10. WAPCO CLASSIFICATION OF THIS POSITION

Assoc. Prof. III

11. OCCUPATION GROUP TITLE
(leave blank)

Assoc. Prof. III

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:

D U T I E S

- 85% 1. Teaches assigned subject and performs other teaching related functions,
among others the following:
a) Prepared teaching materials/guides and submit to department head.
b) Conducts examination (mid/final/long hours/quizzes).
c) Checks test papers and return 1 week after exam.
d) Submits grade sheet and turn over class records to department head
two weeks after final examination.
- 5% 2. Member in different committees.
- 5% 3. Participate in the co-curricular activities.
- 5% 4. Perform other functions assigned by the Department Head.
- 100%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">Department Head</p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">Dean, CAPS</p>																		
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) <p style="text-align: center;">Laborers</p>																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p>computer, LCD, projector, blackboard, pens weighing scale, etc.</p>																			
18. CONTRACT <table style="width: 100%;"> <thead> <tr> <th></th> <th style="text-align: center;"><u>Occasional</u></th> <th style="text-align: center;"><u>Frequent</u></th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[X]</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>Other (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		<u>Occasional</u>	<u>Frequent</u>	General Public	[X]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION Normal Working Condition [X] Field Work [] Field Trips [] Exposed to Varied Weather [] Others (Specify) []
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Management	[]	[]																	
Other (Specify)	[]	[]																	
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>Dec 19, 2014</u> Date </div> <div style="width: 45%; text-align: right;"> ARSENIO P. RAMOS Signature of Employee </div> </div>																			
21. Describe briefly the general function of the Unit or Section. <p style="text-align: center;">Teaching horticulture subjects do research, extension and production services of horticultural crops.</p>																			
22. Describe briefly the general function of the position. <p style="text-align: center;">Teaching horticulture subjects, do research, extension and production services of horticultural crops.</p>																			
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 degree plus other requirements per QS of the university Experience: 2 yrs. of relevant experience, 8 hrs. of relevant training.																			
23b. Licenses or certificates required to do this work, if any. <p style="text-align: center;">none</p>																			
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>Dec 19, 2014</u> Date </div> <div style="width: 45%; text-align: right;"> ROSARIO A. SALAS Signature and Title of Immediate Supervisor </div> </div>																			
25. APPROVED: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u> </u> Date </div> <div style="width: 45%; text-align: right;"> JOSE L. BANISMO Head of Agency </div> </div>																			