

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE TROYO RODEN DY (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY	
4. DEPT./BRANCH/DIVISION Horticulture		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. 6b. PREV. APPRO ACT/ ACT/ BOARD RES/ BOARD RES/ ORD. NO. ORD. NO. ITEM NO. ITEM NO.		7a. SALARY P.A.: 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Instructor I		9. WORKING PROPOSED TITLE Instructor I	
10. WAPCO CLASSIFICATION OF THIS POSITION Instructor I		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: D U T I E S			
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.		

14. POSITION OF IMMEDIATE SUPERVISOR

Head, Department of Horticulture

15. 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)

n/a

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

Blackboard, chalk, computer LCD, projector, pens, etc.

18. CONTRACT

	Occasional	Frequent
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)	[]

20. I CERTIFY that the above answers are accurate and complete.

10/25/2015
Date

RODEN D. TROYO
Signature of Employee

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

Teaching, research, extension and production of horticulture subjects and horticultural crops.

22. Describe briefly the general function of the position.

Teaching, research, extension and production of horticulture subjects and 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: Master's degree plus other requirements per QS of the university

Experience:

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

None required

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

10/25/2015
Date

ROSARIO A. SALAS
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

EDGARDO E. JULIN
Head of Agency