
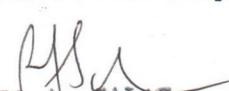
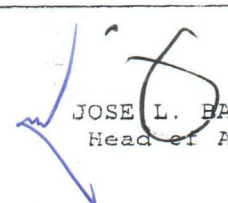


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE VALIDA ALJAY DARIA (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE Department of Horticulture	
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. <i>VLSCAD-1N81-W-2014</i>		7a. SALARY P.A.: <i>239,280</i> 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			
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%			

10/1/14  
UP # 8341

<b>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  <p style="text-align: center;"><b>Department Head</b></p>	<b>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  <p style="text-align: center;"><b>Dean, College of Agriculture and Food Science</b></p>																												
<b>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE</b> (if more than (7), list only by their item nos. and titles)																													
<b>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</b>  <p style="text-align: center;"><b>computer, projector, LCD, books, blackboard, pens, chalk, etc.</b></p>																													
<b>18. CONTRACT</b> <table border="0" style="width: 100%;"><thead><tr><th></th><th style="text-align: center;">Occasional</th><th style="text-align: center;">Frequent</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;">[ x ]</td><td style="text-align: center;">[ x ]</td></tr></tbody></table>		Occasional	Frequent	General Public	[ X ]	[ ]	Other Agencies	[ ]	[ ]	Supervisors	[ ]	[ ]	Management	[ ]	[ ]	Other (Specify)	[ x ]	[ x ]	<b>19. WORKING CONDITION</b> <table border="0" style="width: 100%;"><tbody><tr><td>Normal Working Condition</td><td style="text-align: center;">[ X ]</td></tr><tr><td>Field Work</td><td style="text-align: center;">[ ]</td></tr><tr><td>Field Trips</td><td style="text-align: center;">[ ]</td></tr><tr><td>Exposed to Varied Weather</td><td style="text-align: center;">[ ]</td></tr><tr><td>Others (Specify)</td><td style="text-align: center;">[ ]</td></tr></tbody></table>	Normal Working Condition	[ X ]	Field Work	[ ]	Field Trips	[ ]	Exposed to Varied Weather	[ ]	Others (Specify)	[ ]
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<b>20. I CERTIFY that the above answers are accurate and complete.</b>  <div style="display: flex; justify-content: space-between;"><div style="text-align: center;"><u>9/1/2014</u> Date</div><div style="text-align: center;"> <b>ALJAY D. VALIDA</b> Signature of Employee</div></div>																													
<b>21. Describe briefly the general function of the Unit or Section.</b>  <p style="text-align: center;"><b>Teaching, research, extension and production works on horticultural crops particularly on postharvest.</b></p>																													
<b>22. Describe briefly the general function of the position.</b>  <p style="text-align: center;"><b>Teaching horticulture subjects particularly on postharvest</b></p>																													
<b>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).</b>  Education: <b>MS Horticulture graduate plus other qualifications per QS of the university</b> Experience:																													
<b>23b. Licenses or certificates required to do this work, if any.</b>  <p style="text-align: center;"><b>• none required</b></p>																													
<b>24. I HEREBY CERTIFY that the above answers are accurate and complete.</b>  <div style="display: flex; justify-content: space-between;"><div style="text-align: center;"><u>9/1/14</u> Date</div><div style="text-align: center;"> <b>ROSARIO A. SALAS</b> Signature and Title of Immediate Supervisor</div></div>																													
<b>25. APPROVED:</b>  <div style="display: flex; justify-content: space-between;"><div style="text-align: center;"><u>                    </u> Date</div><div style="text-align: center;"> <b>JOSE L. BACUSMO</b> Head of Agency</div></div>																													