	REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)	1. NAME OF EMPLOYEE OCLARIT EWIPA LOPES (Family Name) (Given Name) (Middle Name)	
2.	DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT	3. BUREAU OR OFFICE	
	Visayas State University, Baybay City, Leyte	The state of the s	
4.	DEPT./BRANCH/DIVISION	5. WORK STATION/PLACE OF WORK DAM, ULAYAS STATE UNIV. BAYBAY, LEYTE	
6a,	PRES. APPRO. 6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ORD. NO. ITEM NO. ITEM NO. Viscab-AP3-13-2014	7a. SALARY P.A.: P 348,336.00 7b. OTHER COMPENSATION: P 24,000.00	
8.	OFFICIAL DESIGNATION OF POSITION ASSISTANT PROFESIOR II	9. WORKING PROPOSED TITLE	
10.	WAPCO CLASSIFICATION OF THIS POSITION	11. OCCUPATION GROUP TITLE (leave blank)	
12.	CITI()	OR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] PROVINCE []	
	1st 2nd 3rd 4th	5th 6th	
13.	STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.		
	ent of : ing Time: DUTIE	A STROUTS CHURCH TO LANGE AND THE TRANSPORT	

- 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.
 - 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.
- 4. Perform other functions assigned by the Department Head. 100%



POSITION TITLE OF IMMEDIATE SUPERVISOR 14. 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR DEPARTMENT HUAD COULGE DEAN CCAPS) NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. 17. Microscopes, LOD projector, computer, granter 18. CONTRACT 19. WORKING CONDITION Occasional Frequent Normal Working Condition [X] General Public Field Work Other Agencies Field Trips Supervisors Exposed to Varied Weather Management Others (Specify) Other (Specify) I CERTIFY that the above answers are accurate and complete. ELVIPA L. OCIARIT Signature of Employee Dec 16, 2014 Date Describe briefly the general function of the Unit or Section. . train students in the field of Plant Protection, Plant Pathology, Extonology and wel Schnie conduct research and extension activities in Plant. Protestica Describe briefly the general function of the position. 22. instruction, severed and extension admitis related to Indicate the required qualifications by years and kind of education considered in 23a. 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: Relevant masteral degree Experience: 1 yr. of relevant experience; 4 hrs.of relevant training. 23b. Licenses or certificates required to do this work, if any. I HEREBY CERTIFY that the above answers are accurate and complete. Dec 16,2014 Signature and Title of Immediate Supervisor 25. APPROVED: JØSE L. BACUSMO Date Head of Agency