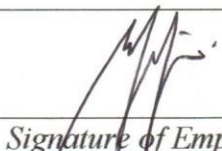
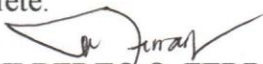
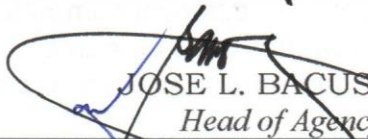


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|--|--|--|--|
| REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form) | | 1. NAME OF EMPLOYEE GARRIDO ROMMEL Jr. MADREDIJO (family Name) (Given Name) (Middle Name) | |
| 2. DEPARTMENT CORPORATION OR AGENCY LOCAL GOVERNMENT Visayas State University | | 3. BUREAU or OFFICE Visayas State University | |
| 4. DEPT./BRANCH/DIVISION Dept. of Plant Breeding and Genetics | | 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: Bonus | |
| 8. OFFICIAL DESIGNATION or POSITION INSTRUCTOR | | 9. WORKING PROPOSED TITLE | |
| 10. WAPCO CLASSIFICATION OF THIS POSITION | | 11. OCCUPATION GROUP TITLE (leave blank) | |
| 12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT UNIT AND UNIT'S CLASS MUNICIPALITY <input type="checkbox"/> CITY <input checked="" type="checkbox"/> PROVINCE <input type="checkbox"/> <div>1ST 2ND 3RD 4TH 5TH 6TH</div> | | | |
| 13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets. | | | |
| Percent of Working Time | DUTIES | | |
| 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% | | | |

GARRIDO

| 14. POSITION TITLE OF IMMEDIATE SUPERVISOR Study Leader/Dept. Head | | 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR College Dean | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|-------------------------------------|--|-------------------|-----------------|----------------|--------------------------|-------------------------------------|----------------|-------------------------------------|--------------------------|-------------|--------------------------|-------------------------------------|------------|-------------------------------------|--------------------------|------------------|--------------------------|--------------------------|---|--|--------------------------|-------------------------------------|------------|-------------------------------------|-------------|--------------------------|---------------------------|--------------------------|------------------|--------------------------|
| 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, LCD projector, Snowboard Pen, Eraser, Ballpen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18. CONTACT | | 19. WORKING CONDITION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table><thead><tr><th></th><th><u>Occasional</u></th><th><u>Frequent</u></th></tr></thead><tbody><tr><td>General Public</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr><tr><td>Other Agencies</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Supervisors</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr><tr><td>Management</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Others (Specify)</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></tbody></table> | | | <u>Occasional</u> | <u>Frequent</u> | General Public | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Other Agencies | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Supervisors | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Management | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Others (Specify) | <input type="checkbox"/> | <input type="checkbox"/> | <table><tbody><tr><td>Normal Working Condition</td><td><input checked="" type="checkbox"/></td></tr><tr><td>Field Work</td><td><input checked="" type="checkbox"/></td></tr><tr><td>Field Trips</td><td><input type="checkbox"/></td></tr><tr><td>Exposed to Varied Weather</td><td><input type="checkbox"/></td></tr><tr><td>Others (Specify)</td><td><input type="checkbox"/></td></tr></tbody></table> | | Normal Working Condition | <input checked="" type="checkbox"/> | Field Work | <input checked="" type="checkbox"/> | Field Trips | <input type="checkbox"/> | Exposed to Varied Weather | <input type="checkbox"/> | Others (Specify) | <input type="checkbox"/> |
| | <u>Occasional</u> | <u>Frequent</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| General Public | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other Agencies | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Supervisors | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Management | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Others (Specify) | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Normal Working Condition | <input checked="" type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Field Work | <input checked="" type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Field Trips | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Exposed to Varied Weather | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Others (Specify) | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20. I CERTIFY that the above answers are accurate and complete. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MAY 19, 2015 Date | |  Signature of Employee | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21. Describe briefly the general function of the Unit or Section. Instruction, Research & Extension | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22. Describe briefly the general function of the position. Instruction | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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: BSA Experience: none required | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23b. Licenses or certificates required to do this work, if any. License in Board Examination in Agriculture | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24. I HEREBY CERTIFY that the above answers are accurate and complete. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MAY 19, 2015 Date | |  DILBERTO O. FERRAREN Signature and Title of Immediate Supervisor | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| APPROVED: Date | |  JOSE L. BACUSMO Head of Agency | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |