

REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC Form No. 1 (Position Description Form)		<b>EMNACE      IVY      CAPANGPANGAN</b> (Family Name)    Given Name)    (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT  <b>VISAYAS STATE UNIVERSITY</b>		3. BUREAU OR OFFICE  <b>VSU</b>	
4. DEPT./BRANCH/DIVISION  <b>Department of Food Science &amp; Technology</b>		5. WORK STATION/PLACE OF WORK  <b>VSU</b>	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/S ITEM NO.	7a. SALARY P.A.:	
		7b. OTHER COMPENSATION: <b>PERA/ACA</b>	
8. OFFICIAL DESIGNATION OF POSITION <b>Instructor III</b>		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNITS CLASS			
MUNICIPALITY [   ]		CITY [x]	
PROVINCE [   ]			
1 <sup>st</sup> [   ]		2 <sup>nd</sup> [   ]	
3 <sup>rd</sup> [   ]		4 <sup>th</sup> [   ]	
5 <sup>th</sup> [   ]		6 <sup>th</sup> [   ]	
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. (f more space is needed, please attached additional sheets.			
Percent Working Time	DUTIES		
80%	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. Assist in the conduct of extension and research activities of the dept.		
5%	3. Member in different committees.		
5%	4. Participate in the co-curricular activities.		
5%	5. Perform other functions assigned by the Department Head.		
100%			

14. POSITION/TITLE OF IMMEDIATE SUPERVISOR  <b>Department Head</b>	15. POSITION/TITLE OF NEXT HIGHER SUPERVISOR  <b>College Dean</b>																												
16. NAME, 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;"><b>None</b></p>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <b>Computer, LCD, visual aides, whiteboard pen, eraser, chalk, gradesheets, whiteboard/chalkboard, ballpen, pencil, kitchen utensils, laboratory equipment and other gadgets</b>																													
18. CONTACT  <table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: center;">Occasional</td> <td style="text-align: center;">Frequent</td> </tr> <tr> <td>General Public</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		Occasional	Frequent	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	19. WORKING CONDITION  <table style="width: 100%; border: none;"> <tr> <td>Normal Working Condition</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Field work</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Field trips</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Normal Working Condition	<input checked="" type="checkbox"/>	Field work	<input type="checkbox"/>	Field trips	<input type="checkbox"/>	Exposed to Varied Weather	<input type="checkbox"/>	Others (Specify)	<input type="checkbox"/>
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20. I CERTIFY that the above answers are accurate and complete  <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p style="text-align: center;"><u>10/29/15</u> Date</p> </div> <div style="width: 40%; text-align: right;">   <b>IVY C. EMNACE</b>  Signature of Employee </div> </div>																													
21. Describe briefly the general functions of the Unit or Section.  <b>Teaches undergraduate and graduate courses for BSFT students and service course.</b>																													
22. Describe briefly the general function of the position.  <b>Involve in instruction, conduct research/extension and production</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.)  Education: <b>Completion of MS degree</b>  Experience:																													
23b. Licenses or certificates required to do this work, if any.  <p style="text-align: center;"><b>None</b></p>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p style="text-align: center;">_____ Date</p> </div> <div style="width: 40%; text-align: right;">   <b>LORINA A. GALVEZ</b>  Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED  <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p style="text-align: center;">_____ Date</p> </div> <div style="width: 40%; text-align: right;">   <b>EDGARDO E. TULIN</b>  Head of Agency </div> </div>																													