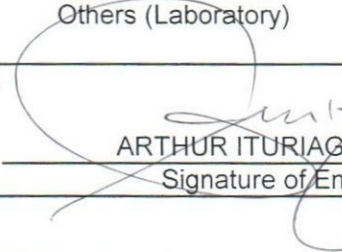

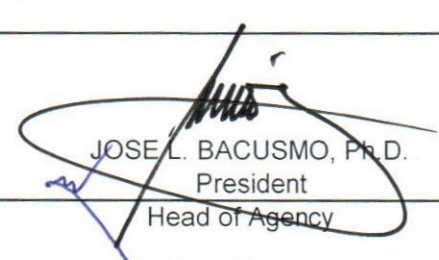


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE TAMBONG ARTHUR ITURIAGA (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  Visayas State University		3. BUREAU OR OFFICE  VISAYAS STATE UNIVERSITY	
4. DEPT./BRANCH/DIVISION  College of Engineering		5. WORK STATION/PLACE OF WORK  Dept. of Agricultural Engineering	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		7a. SALARY P.A.: P 644,760.00  7b. OTHER COMPENSATION: P 24,000.00	
6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. VISCAB-PROF2-11-2011			
8. OFFICIAL DESIGNATION OF POSITION  PROFESSOR II		9. WORKING PROPOSED TITLE  PROFESSOR II	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CLER GOVERNMENT 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	DUTIES		
85%	1. Teaches assigned subjects and performs other teaching related functions, among others the following: a) Prepares teaching materials/guides and submit to the department head, b) Conducts examinations (midterm/final/long hours/quizzes), c) Checks test papers and returns them 1 week after examination, d) Submits grade sheets and turn-over class records to department head 2 weeks after final examination.		
5%	2. Performs jobs related to membership in different committees.		
5%	3. Performs jobs related to participation in the co-curricular activities.		
5%	4. Performs other functions assigned by the Department Head.		
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <div style="text-align: center;">Department Head/Professor</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  <div style="text-align: center;">Dean/Professor</div>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than ), list only by their item nos. and titles)																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  <div style="text-align: center;">Computer, projector, laboratory equipment, other teaching and office equipment</div>																													
18. CONTACT  <table style="width: 100%; border: none;"> <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;">[ X ]</td> <td style="text-align: center;">[   ]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[   ]</td> <td style="text-align: center;">[ X ]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[ X ]</td> <td style="text-align: center;">[   ]</td> </tr> <tr> <td>Other (Students)</td> <td style="text-align: center;">[   ]</td> <td style="text-align: center;">[ X ]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[ X ]	[   ]	Other Agencies	[ X ]	[   ]	Supervisors	[   ]	[ X ]	Management	[ X ]	[   ]	Other (Students)	[   ]	[ X ]	19. WORKING CONDITION  <table style="width: 100%; border: none;"> <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;">[ X ]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[ X ]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[   ]</td> </tr> <tr> <td>Others (Laboratory)</td> <td style="text-align: center;">[ X ]</td> </tr> </tbody> </table>	Normal Working Condition	[ X ]	Field Work	[ X ]	Field Trips	[ X ]	Exposed to Varied Weather	[   ]	Others (Laboratory)	[ X ]
	Occasional	Frequent																											
General Public	[ X ]	[   ]																											
Other Agencies	[ X ]	[   ]																											
Supervisors	[   ]	[ X ]																											
Management	[ X ]	[   ]																											
Other (Students)	[   ]	[ X ]																											
Normal Working Condition	[ X ]																												
Field Work	[ X ]																												
Field Trips	[ X ]																												
Exposed to Varied Weather	[   ]																												
Others (Laboratory)	[ X ]																												
20. I CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>June 3, 2013</u> Date         </div> <div style="text-align: center;">   <b>ARTHUR ITURIAGA TAMBONG</b> Signature of Employee         </div> </div>																													
21. Describe briefly the general function of the Unit or Section  <div style="text-align: center;">Offering Degree programs in B.S. Agricultural Engineering and M.S. in Agricultural Engineering</div>																													
22. Describe briefly the general function of the position.  <div style="text-align: center;">Teaching courses/subjects in B.S. Agricultural Engineering and M.S. in Agricultural Engineering</div>																													
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).  <div style="text-align: center;">           Education: (NA/Teaching - Master of Engineering Graduate, Asian Institute of Technology, Thailand)            Experience: (NA/Teaching - 26.5 years)         </div>																													
23b. Licenses or certificates required to do this work, if any.  <div style="text-align: center;">Professional Agricultural Engineer's Licensure Examination - 16th Placer (Rating 84.6%)</div>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <u>03 June 2013</u> Date         </div> <div style="text-align: center;">   <b>PROF. MANUEL E. CASANGCAPAN</b>            Head, Department of Agricultural Engineering            Signature and Title of Immediate Supervisor         </div> </div>																													
25. APPROVED:  <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;">           _____ Date         </div> <div style="text-align: center;">   <b>JOSE L. BACUSMO, Ph.D.</b>            President            Head of Agency         </div> </div>																													