

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes () and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

1. CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	SALAS		
FIRST NAME	ROSARIO	NAME EXTENSION (JR., SR): NA	
MIDDLE NAME	ALGODON		
3. DATE OF BIRTH (mm/dd/yyyy)	3/20/1963	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	MACARTHUR, LEYTE	If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Pls. indicate country:
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	Philippines ▼
7. HEIGHT (m)	1.53	ZIP CODE	36 KILBOURNE
8. WEIGHT (kg)	77		House/Block/Lot No. Street
9. BLOOD TYPE	"o"		VISCA PANGASUGAN
10. GSIS ID NO.	B63FLRAS012		Subdivision/Village Barangay
11. PAG-IBIG ID NO.	1700-0026-0977		BAYBAY LEYTE
12. PHILHEALTH NO.	130000143368	City/Municipality Province	6521-A
13. SSS NO.	NA	18. PERMANENT ADDRESS	36 KILBOURNE
14. TIN NO.	116-626-793	ZIP CODE	House/Block/Lot No. Street
15. AGENCY EMPLOYEE NO.	V00463		VISCA PANGASUGAN
			Subdivision/Village Barangay
			BAYBAY LEYTE
			City/Municipality Province
		6521-A	
		19. TELEPHONE NO.	NA
		20. MOBILE NO.	09088732033
		21. E-MAIL ADDRESS (if any)	rasalas_horti@yahoo.com and rosario.salas@vsu.edu.ph

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	SALAS		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	FELIX	NAME EXTENSION (JR., SR): NA	REIOFELI A. SALAS	9/21/1984
MIDDLE NAME	MANAGBANAG		JOCEL ANN A. SALAS	11/25/1985
OCCUPATION	PROFESSOR		YSSAKHAR A. SALAS	9/27/1989
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY (VSU)		LEIF RYAN A. SALAS	12/23/1992
BUSINESS ADDRESS	VISAYAS STATE UNIVERSITY (VSU)		JOHNREIL A. SALAS	8/20/1994
TELEPHONE NO.	9088103742			
24. FATHER'S SURNAME	ALGODON			
FIRST NAME	MARCIANO	NAME EXTENSION (JR., SR): NA		
MIDDLE NAME	RAAGAS			
25. MOTHER'S MAIDEN NAME				
SURNAME	ULBATA			
FIRST NAME	JUANA			
MIDDLE NAME	SUYOM			

(Continue on separate sheet if necessary)

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	PALALE ELEMENTARY SCHOOL	PRIMARY EDUCATION	1969	1975	Graduated	1975	SECOND HONOR
SECONDARY	EXPERIMENTAL RURAL HIGH SCHOOL VISCA	HIGH SCHOOL	1975	1979	Graduated	1979	WITH HONOR
VOCATIONAL / TRADE COURSE	NA	NA	NA	NA	NA	NA	NA
COLLEGE	VISAYAS STATE COLLEGE OF AGRICULTURE	BACHELOR OF SCIENCE IN AGRICULTURE	1979	1983	Graduated	1983	VISCA
GRADUATE STUDIES	LEYTE STATE UNIVERSITY	MASTER OF SCIENCE (HORTICULTURE)	1986	1992	Graduated	1992	NA
GRADUATE STUDIES	VISAYAS STATE UNIVERSITY (VSU)	PHD HORTICULTURE	1996	2008	Graduated	2008	VSU/AVRDC

(Continue on separate sheet if necessary)

SIGNATURE		DATE	Sept. 15, 2022
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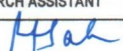
IV. CIVIL SERVICE ELIGIBILITY

27. CAREER SERVICE/ RA 1080 (BOARD/BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (If applicable)	
				NUMBER	Date of Validity
AGRICULTURIST (No Exam)	NA	NA	NA	0003469	3/20/2021
NATIONAL CERTIFICATE III IN HORTICULTURE	NA	NA	ATI-RTC VSU, BAYBAY CITY, LEYTE	16082603001950	4/3/2021
NATIONAL CERTIFICATE III IN AGRICULTURAL CROPS PRODUCTION	NA	NA	ATI-RTC VSU, BAYBAY CITY, LEYTE	15080203004301	5/29/2020

(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet

28. INCLUSIVE DATES (mm/dd/yyyy)		POSITION TITLE (Write in full/Do not abbreviate)	DEPARTMENT / AGENCY / OFFICE / COMPANY (Write in full/Do not abbreviate)	MONTHLY SALARY	SALARY JOB/PAY GRADE (If applicable)& STEP (Formal 100-0%) INCREMENT	STATUS OF APPOINTMENT	GOVT SERVICE (Y/N)
From	To						
		PROFESSOR VI	VISAYAS STATE UNIVERSITY	164,332.00	29	PERMANENT	YES
1/1/2019	PRESENT	ASSOCIATE PROFESSOR V	VISAYAS STATE UNIVERSITY	73811.00	23	PERMANENT	YES
1/1/2018	12/31/2018	ASSOCIATE PROFESSOR V	VISAYAS STATE UNIVERSITY	65604.00	23	PERMANENT	YES
1/1/2017	12/31/2017	ASSOCIATE PROFESSOR V	VISAYAS STATE UNIVERSITY	58310.00	23	PERMANENT	YES
1/1/2017	PRESENT	ASSOCIATE PROFESSOR IV	VISAYAS STATE UNIVERSITY	52783.00	22	PERMANENT	YES
1/1/2016	12/31/2016	ASSOCIATE PROFESSOR IV	VISAYAS STATE UNIVERSITY	47448.00	22	PERMANENT	YES
1/1/2015	12/31/2015	ASSOCIATE PROFESSOR IV	VISAYAS STATE UNIVERSITY	42652.00	22	PERMANENT	YES
10/28/2014	12/31/2014	ASSOCIATE PROFESSOR II	VISAYAS STATE UNIVERSITY	36970.00	20	PERMANENT	YES
6/1/2012	10/27/2014	ASSOCIATE PROFESSOR II	VISAYAS STATE UNIVERSITY	36567.00	20	PERMANENT	YES
10/28/2011	5/31/2012	ASSOCIATE PROFESSOR II	VISAYAS STATE UNIVERSITY	32810.00	20	PERMANENT	YES
6/1/2011	10/27/2011	ASSOCIATE PROFESSOR I (19-2)	VISAYAS STATE UNIVERSITY	30880.00	19	PERMANENT	YES
6/24/2010	5/31/2011	ASSOCIATE PROFESSOR I (19-2)	VISAYAS STATE UNIVERSITY	27528.00	19	PERMANENT	YES
7/1/2009	6/23/2010	ASSOCIATE PROFESSOR I (19-2)	VISAYAS STATE UNIVERSITY	24177.00	19	PERMANENT	YES
2/1/2009	6/30/2009	ASSOCIATE PROFESSOR I (19-1)	VISAYAS STATE UNIVERSITY	20318.00	19	PERMANENT	YES
7/1/2008	1/31/2009	ASSOCIATE PROFESSOR I (19-1)	VISAYAS STATE UNIVERSITY	20318.00	19	TEMPORARY	YES
7/1/2007	6/30/2008	ASSOCIATE PROFESSOR I (19-1)	VISAYAS STATE UNIVERSITY	18471.00	19	TEMPORARY	YES
12/1/2005	6/30/2007	ASSOCIATE PROFESSOR I (19-1)	LEYTE STATE UNIVERSITY	16792.00	19	TEMPORARY	YES
11/1/2004	11/30/2005	ASSOCIATE PROFESSOR III (17-1)	LEYTE STATE UNIVERSITY	14944.00	17	TEMPORARY	YES
11/1/2003	10/31/2004	ASSISTANT PROFESSOR III (17-1)	LEYTE STATE UNIVERSITY	14944.00	17	TEMPORARY	YES
11/1/2002	10/31/2003	ASSISTANT PROFESSOR III (17-1)	LEYTE STATE UNIVERSITY	14936.50	17	TEMPORARY	YES
12/1/2001	10/31/2002	ASSISTANT PROFESSOR III (17-1)	LEYTE STATE UNIVERSITY	14936.50	17	TEMPORARY	YES
7/1/2001	11/30/2001	INSTRUCTOR II (13-1)	VISAYAS STATE COLLEGE OF AGRICULTURE	11837.00	13	TEMPORARY	YES
1/1/2000	6/30/2001	INSTRUCTOR II (13-1)	VISAYAS STATE COLLEGE OF AGRICULTURE	11273.00	13	TEMPORARY	YES
1/1/1999	12/31/1999	INSTRUCTOR II (13-1)	VISAYAS STATE COLLEGE OF AGRICULTURE	10248.00	13	TEMPORARY	YES
12/1/1997	12/31/1998	INSTRUCTOR II (13-1)	VISAYAS STATE COLLEGE OF AGRICULTURE	10248.00	1	TEMPORARY	YES
11/1/1997	11/30/1997	INSTRUCTOR I (12-1)	VISAYAS STATE COLLEGE OF AGRICULTURE	9668.00	12	TEMPORARY	YES
1/1/1997	10/31/1997	INSTRUCTOR I (12-1)	VISAYAS STATE COLLEGE OF AGRICULTURE	8118.00	12	TEMPORARY	YES
1/1/1996	12/31/1996	INSTRUCTOR I (12-1)	VISAYAS STATE COLLEGE OF AGRICULTURE	6568.00	12	TEMPORARY	YES
1/1/1995	12/31/1995	INSTRUCTOR I (12-1)	VISAYAS STATE COLLEGE OF AGRICULTURE	5240.00	12	TEMPORARY	YES
1/1/1994	12/31/1994	INSTRUCTOR I (12-1)	VISAYAS STATE COLLEGE OF AGRICULTURE	4240.00	12	TEMPORARY	YES
11/1/1992	12/31/1993	INSTRUCTOR I (12-1)	VISAYAS STATE COLLEGE OF AGRICULTURE	3540.00	12	TEMPORARY	YES
6/16/1992	10/31/1992	INSTRUCTOR I (12-1)	VISAYAS STATE COLLEGE OF AGRICULTURE	3540.00	9	TEMPORARY	YES
1/1/1992	6/15/1992	SCIENCE RESEARCH ASSISTANT (9-1)	VISAYAS STATE COLLEGE OF AGRICULTURE	3500.40		CONTRACTUAL	YES
1/1/1991	12/31/1991	SCIENCE RESEARCH ASSISTANT (9-1)	VISAYAS STATE COLLEGE OF AGRICULTURE	132.59		CONTRACTUAL	YES
7/1/1989	12/31/1990	SCIENCE RESEARCH ASSISTANT (9-1)	VISAYAS STATE COLLEGE OF AGRICULTURE	3500.40		CONTRACTUAL	YES
1/1/1988	6/30/1989	RESEARCH ASSISTANT V	VISAYAS STATE COLLEGE OF AGRICULTURE	1795.35		CONTRACTUAL	YES
7/1/1987	12/31/1987	RESEARCH ASSISTANT V	VISAYAS STATE COLLEGE OF AGRICULTURE	1632.15		CONTRACTUAL	YES
3/1/1987	6/30/1987	RESEARCH ASSISTANT	VISAYAS STATE COLLEGE OF AGRICULTURE	1380.65		CONTRACTUAL	YES
7/1/1986	12/28/1987	RESEARCH ASSISTANT	VISAYAS STATE COLLEGE OF AGRICULTURE	1200.55		CONTRACTUAL	YES
1/1/1985	6/30/1986	RESEARCH ASSISTANT	VISAYAS STATE COLLEGE OF AGRICULTURE	1091.40		CONTRACTUAL	YES
5/1/1984	12/31/1984	RESEARCH ASSISTANT	VISAYAS STATE COLLEGE OF AGRICULTURE	992.20		CONTRACTUAL	YES
1/1/1984	4/30/1984	RESEARCH ASSISTANT	VISAYAS STATE COLLEGE OF AGRICULTURE	902.00		CONTRACTUAL	YES
10/16/1983	12/31/1983	RESEARCH ASSISTANT	VISAYAS STATE COLLEGE OF AGRICULTURE	28.45		CONTRACTUAL	YES
4/16/1983	10/15/1983	RESEARCH ASSISTANT	VISAYAS STATE COLLEGE OF AGRICULTURE	853.00		CONTRACTUAL	YES
SIGNATURE				DATE		Sept. 15, 2022	

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S						
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
		From	To			
	NA	NA	NA	NA	NA	
	NA	NA	NA	NA	NA	
NA	NA	NA	NA	NA		
(Continue on separate sheet if necessary)						
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED						
(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)						
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
Eastern Visayas Regional Science and Technology Week						
August 26, 2022						
August 26, 2022						
8						
Technical						
Visayas State University						
Training-Workshop on Soil and Nutrient Management and Assessing Soil Health						
August 22, 2022						
August 22, 2022						
8						
Technical						
Bureau of soils and Management						
Data Analytics and Statistics Training						
July 18, 2022						
July 19, 2022						
16						
Technical						
Visayas State University						
Preparing an Outcome-Based Education Course Syllabus for Graduate						
June 8, 2022						
June 8, 2022						
8						
Technical						
Visayas State University						
Joint VICARP and RRDEN Regional RDEI Symposium						
Nov. 17						
Nov. 18						
16						
Technical						
Visayas State University						
Virtual international Conference on Sustainable Agriculture and Aquaculture						
Nov. 11						
Nov. 12, 2021						
16						
Technical						
Southern Leyte State University						
International Webinar and Workshop on Food Value Chain in the New normal						
Oct. 18						
Oct. 22, 2021						
40						
Technical						
Visayas State University						
Webinar on Integration of Training Activities						
August 3, 2021						
August 4, 2021						
16						
Technical						
Tacloban City						
Google Classroom Workshop for VSU Faculty (Batch 3 of 3)						
2-Jun-21						
June 4, 2021						
16						
Technical						
Visayas State University						
Webinar on Navigating the Digital Shift: Instructional Materials to Support the University's flexible Learning						
18-Mar-21						
18-Mar-21						
8						
Technical						
Visayas State University						
Document Tracking System last by the Human Resource Information System						
November 13, 2020						
November 13, 2020						
8						
Technical						
Visayas State University						
19th PSSN Annual Scientific Conference (IconNSIE 2019)						
July 2, 2019						
July 6, 2019						
24						
Technical						
Palawan State University						
National Conference on Climate Change Research, Development and Extension						
December 12, 2018						
December 14, 2018						
24						
Technical						
Palawan State University						
the 2nd International Conference on Environment, Livelihood and Services						
November 19, 2018						
November 22, 2018						
24						
Technical						
Bangkok, Thailand						
AAACU 22ND Biennial Conference						
October 16, 2018						
October 18, 2018						
24						
Technical						
Visayas State University(VSU)						
Certification Process on Good Agricultural Practices (GAP) to Increase Production and Food Safety						
September 24, 2018						
September 26, 2018						
24						
Technical						
Ormoc City						
Performance Targeting Workshop 2018						
July 31, 2018						
8						
Supervisory						
Visayas State University(VSU)						
17th National Vegetable Congress						
August 22, 2018						
August 24, 2018						
16						
Technical						
Davao City						
4TH AFSA International Conference on Food Safety and Food Security						
August 9, 2018						
August 12, 2018						
24						
Technical						
Angkor Paradise Hotel, Siem Reap, Cambodia						
Seminar-Workshop on Competency-Based HR System and Implementation of Competency based Recruitment, Selection and						
July 4, 2018						
July 6, 2018						
16						
Supervisory						
Visayas State University(VSU)						
Seminar-Workshop on Coaching for effective Performance						
February 23, 2018						
February 23, 2018						
8						
Supervisory						
Visayas State University(VSU)						
Leadership Seminar and Values Reorientation						
February 24, 2018						
February 24, 2018						
8						
Supervisory						
VEGETABLE SOIL AND CROP NUTRITION WORKSHOP						
April 18, 2016						
April 29, 2016						
80						
Technical						
Queensland, Australia						
Curriculum Review for Graduate Programs						
Jan. 21, 2016						
Jan. 22, 2016						
16						
Technical						
Visayas State University(VSU)						
Supervisor Development Course Track						
July 9, 2014						
July 11, 2014						
24						
Supervisory						
Visayas State University (VSU)						
Seminar on Becoming a master Teacher						
April 17, 2009						
April 17, 2009						
8						
Technical						
VSU						
VIII. OTHER INFORMATION						
31.	SPECIAL SKILLS and HOBBIES	32.		33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
	Computer operation		NA		VSU Faculty Association, Crop Science Society of the Philippines	
	Gardening		NA		Association of Food Safety and Security (AFSA), Philippine Association of Ti ssue Culture and	
					Organic Agriculture Society of the Philippines, INC	
					Phil. Society for the Study of Nature (PSSN), INC	
					Society of Agricultural Educators in Region 8 INC	
					State University and Colleges Extension Managers Network INC	
					Weed Science Society of the Philippines, INC	
(Continue on separate sheet if necessary)						
SIGNATURE		M. Sale		DATE	Sept. 15, 2022	
CS FORM 212 (Revised 2017), Page 3 of 4						

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,

a. within the third degree?

b. within the fourth degree (for Local Government Unit - Career Employees)?

☐ YES

☒ NO

☐ YES

☒ NO

If YES, give details:

35. a. Have you ever been found guilty of any administrative offense?

b. Have you been criminally charged before any court?

☐ YES

☒ NO

If YES, give details:

☐ YES

☒ NO

If YES, give details:

Date Filed:

Status of Case/s:

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?

☐ YES

☒ NO

If YES, give details:

37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?

☐ YES

☒ NO

If YES, give details:

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?

b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?

☐ YES

☒ NO

If YES, give details:

☐ YES

☒ NO

If YES, give details:

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES

☒ NO

If YES, give details (country):

40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:

a. Are you a member of any indigenous group?

b. Are you a person with disability?

c. Are you a solo parent?

☐ YES

☒ NO

If YES, please specify:

☐ YES

☒ NO

If YES, please specify ID No:

☐ YES

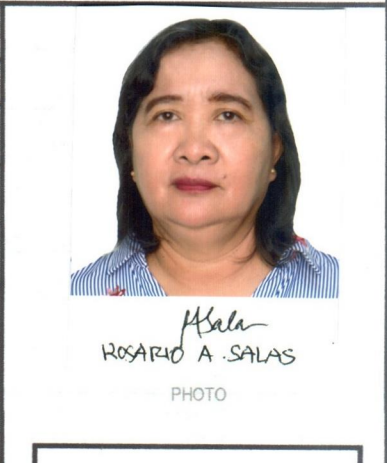
☒ NO

If YES, please specify ID No:

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
DR. ARSENIO D. RAMOS	DOH, VSU, VISCA, BAYBAY CITY	053-565-0600/local:1031
DR. VICTOR B. ASIO	CAFS, VSU, VISCA, BAYBAY CITY	053-565-0600/local:1032
DR. RUTH O. ESCASINAS	DA, VSU, VISCA Baybay Ci'ty	053-565-0600/local-1012

42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.



Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.)

PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: PRC ID

ID/License/Passport No.: 0003469

Date/Place of Issuance: 09/07/2005

Signature (Sign inside the box)

Date Accomplished

SUBSCRIBED AND SWORN to before me this 04 OCT 2022, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYAN C. GUINOCOR

VSU Chief Legal Officer

Person Administering Oath

CS FORM 212 (Revised 2017), Page 4 of 4

Instructions: 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: Sept 15, 2022- Present
- Position: Professor VI
- Name of Office/Unit: Department of Horticulture
- Immediate Supervisor: Dean of College of Agriculture and Food Science
- Name of Agency/Organization and Location: Visayas State University, Visca Brgy Pangasugan Baybay city Leyte

- List of Accomplishments and Contributions (if any)
 1. Recipient of Regional Civil Service PAGASA Award in 2018 and 2021
 2. Received Loyalty Award for 35 years exemplary service at VSU in 2018
 3. Applied and Registered 15 Utility Models on GRAS coating Technology
 4. Published research articles in peer-reviewed journals (national and international)
 5. Attended forums, seminars (including webinars and on-boarding), trainings and workshops for research, instruction, and for professional development
 6. Advised undergraduate and graduate students for their r research undertakings as adviser, SRC and GAC
 7. Attended and presented research papers in scientific conferences (local, regional, national and international)
 8. Handled undergraduate and graduate courses in Horticulture subjects with very satisfactory and outstanding TPES Ratings
 9. Conducted research and extension activities
 10. Served as Chairman in MS Horticulture and PhD Horticulture Accreditation activities

- Summary of Actual Duties

As Professor of the Department of Horticulture

 - a. Teach Graduate and Undergraduate Horticulture subjects offered in the department for Horticulture and non-horticulture majors;
 - b. Prepare learning guides, syllabi, instructional materials, assessment tools and table od specifications for subjects and couses assigned;
 - c. Advise and guide undergraduate students for possible thesis undertakings;
 - d. Approve and validate subjects of sdvisees during enrolment;
 - e. Maintain and update the Moodle classrooms in the VSUEE for blended and flexible learning modalities;
 - f. Serve as Adviser and member in both undergraduate and graduate students
 - g. Check thesis outlines and manuscripts of undergraduate and graduate students on time;
 - h. Submit grades and grade sheets for subjects handled on time;
 - i. Submit research and extension proposals for possible funding

- j. Attend research and extension symposia, forums, seminars and webinars, and trainings for professional development;
- k. Present research and extension outputs in local, national, and international conferences and reviews
- l. Publish research outputs in peer-reviewed journals;
- m. Act as Chair of the Instructional Material Development Committee and the Personnel Committee of the department
- n. Act as TWG Chairman for fruits and vegetable crops at VSU;
- o. Act as TWG members for vegetables at NSIC

As head of the Dept. of Horticulture:

- a. Lead in the preparation of documentary requirements for any relevant accreditation that the department is subjected to of the or the program under the departmental academic offerings;
- b. Assist the Dean and the office of the Director of the QAC in the monitoring and evaluation of the implementation of standards required by the accrediting bodies;
- c. Plan, organize and periodically review and evaluate departmental activities and programs;
- d. Determine the placement of personnel in the department to fully utilize human resources (i.e., talents and capabilities);
- e. Assist the Dean in the recruitment, promotion, transfer and separation of the faculty;
- f. Recommend specific courses of action for staff development, including participation in seminars, scholarships, and other programs of professional advancement;
- g. Conduct investigation, when proper and recommend to the Dean immediate disciplinary action on answering personnel or students in the department in conformity with any existing policies and rule and regulations of the university;
- h. Make periodic assessment of the performance of staff members and submit appropriate reports to the Dean;
- i. Undertake department budget analysis and submit recommendations for the department to carry out its functions and responsibilities;
- j. Prepare and submit annual reports to the Dean, and
- k. Perform other functions as the Dean may assign.


ROSARIO A. SALAS

(Signature over Printed Name of Employee/Applicant)

Date: Sept. 15, 2022