

REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC Form No. 1 (Position Description Form)		SALES JUDE NONIE A. (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 Department of Development Communication		5. WORK STATION/PLACE OR WORK VSU, Visca, Baybay City, Leyte	
6 a. PRES. APPRO ACT/ BOARD RES/ ORD. NO.		6B. PREV. APPRO ACT/ BOARD RES/ ITEM NO. VIS-CAB-AP-19-2011	
7a. SALARY, P.A.: ₱ 297,076.00		7b. OTHER COMPENSATION: PERA/ACA ₱ 24.00	
8. OFFICIAL DESIGNATION OF POSITION Assistant Professor II		9. WORKING PROPOSED TITLE Assistant Professor 2	
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 [] PROVINCE [] 1 st 2 nd 3 rd 4 th 5 th 6 th [] [] [] [] [] []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time:		DUTIES	
50	1. Teach undergraduate and graduate courses in development communication		
10	2. Undertake extension-communication activities in support of existing programs of the university		
10	3. Conduct communication research to help strengthen the department's programs		
15	4. Advise thesis students, student interns, and student organizations		
10	5. Serve as member in the different standing committees of the department		
5	6. Perform other tasks assigned by the supervisors.		
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Dean, College of Agriculture

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list

17. MACHINES, EQUIPMENT, TOOLTS, etc. used regularly in performance of work:

Desktop Computers, TV, DVD player/recorder, digital cameras, scanners, etc.

18. CONTACT

Occasional

Frequent

General Public

☐

☐

Other Agencies

☐

☐

Supervisors

☐

☐

Management

☐

☐

Others (specify)

☐

☐

19. WORKING CONDITION

Normal Working Condition

Field work

☐

Field Trips

☐

Exposed to Varied Weather

☐

Other's (specify)

☐

20. I CERTIFY that the above answers are accurate and complete.

Nov. 11, 2011

Date

JUDE NONIE A. SALES

Signature of Employee

21. Describe briefly the general function of the Unit or Section.

The Department of Development Communication offers two curricular programs: the Bachelor of Science in Development Communication with three specializations: Development Journalism, Community Broadcasting and Educational Communication Technology, and an MS degree in Development Communication (MSDC). The DDC faculty also conducts research and implements development programs/projects to strengthen its instruction function.

22. Describe briefly the general function of the position.

**The main function of an instructor at the DDC is to teach BSDC and MSDC courses (50%).
Please see duties (Section 13 of this form)**

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: ^{by} 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.

24. I HEREBY CERTIFY that the above answers are accurate and complete.

Date

EDITHA G. CAGASAN

Signature and Title of Immediate Supervisor

25. APPROVED

Date

JOSE L. BACUSMO

Health of Agency