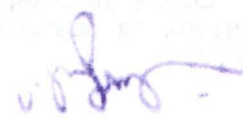


1. NAME OF EMPLOYEE TALIBIA ALAY MARIA (Family Name) (Given Name) (Middle Name)		2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		4. DEPT./BRANCH/DIVISION Horticulture		5. WORK STATION/PLACE OF WORK Department of Horticulture		6a. PRES. APPRO. 6b. PREV. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. 7a. SALARY P.A.: 7b. OTHER COMPENSATION: P 24,000.00		8. OFFICIAL DESIGNATION OF POSITION 9. WORKING PROPOSED TITLE Instructor I		10. WAPCO CLASSIFICATION OF THIS POSITION 11. OCCUPATION GROUP TITLE (Leave blank)		12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL 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: D U T I E S		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%			
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REPUBLIC OF THE PHILIPPINES
 BC-CSC Form No. 1
 (Position Description Form)

1. NAME OF EMPLOYEE

TALIBIA ALAY MARIA
 (Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

Department of Horticulture

5. WORK STATION/PLACE OF WORK

Department of Horticulture

7a. SALARY P.A.:

7b. OTHER COMPENSATION: P 24,000.00

6a. PRES. APPRO. 6b. PREV. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING PROPOSED TITLE

Instructor I

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATION GROUP TITLE

(Leave blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE []

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 5% 3. Participate in the co-curricular activities.
 5% 4. Perform other functions assigned by the Department Head.
 100%

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head, DOI	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Dean, College of Agriculture & Food Science																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) Fating Rose G. Rivera - SEA Michael Sudaria - SEA																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computer, LCD, Projector, chalk, chalkboard, pens, etc.																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="text-align: center; border-bottom: 1px solid black;">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;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[X]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <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;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[X]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
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20. I CERTIFY that the above answers are accurate and complete. <u>10/19/2016</u> Date <u>ABJAY D. VALERA</u> Signature of Employee																													
21. Describe briefly the general function of the Unit or Section. Teaching, research, extension and production works on horticulture subjects and horticultural crops.																													
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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: MS Degree and other requirements per QS of the university. Experience: none required																													
23b. Licenses or certificates required to do this work, if any. none required																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. _____ Date <u>RESERVO L. SALLAS</u> Signature and Title of Immediate Supervisor																													
25. APPROVED: _____ Date <u>EDGARDO E. TULIN</u> Head of Agency																													