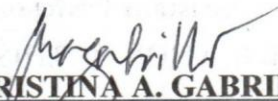
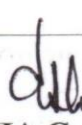
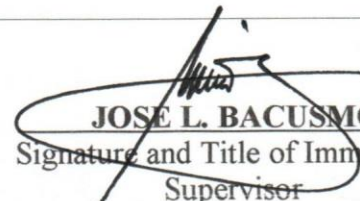


REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC Form No. 1 (Position Description Form)		GABRILLO CHRISTINA A. (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY	
4. DEPT./BRANCH/DIVISION 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. VISCAP-AP4-7-2011	
7a. SALARY, P.A.: ₱ 236,660.00		7b. OTHER COMPENSATION: PERA/ACA ₱ 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Assistant Professor IV		9. WORKING PROPOSED TITLE Assistant Professor	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNITS CLASS MUNICIPALITY [] 1 st [] 2 nd [] CITY [] 3 rd [] 4 th [] PROVINCE [] 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		19. WORKING CONDITION	
	Occasional	Frequent	Normal Working Condition
General Public	<input type="checkbox"/>	<input type="checkbox"/>	Field work <input type="checkbox"/>
Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>	Field Trips <input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Exposed to Varied Weather <input type="checkbox"/>
Management	<input type="checkbox"/>	<input type="checkbox"/>	Other's (specify) <input type="checkbox"/>
Others (specify)	<input type="checkbox"/>	<input type="checkbox"/>	
20. I CERTIFY that the above answers are accurate and complete.			
Date		 CHRISTINA A. GABRILLO 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 (40%) 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: <i>relevant masteral degree</i> Experience: <i>2 yrs. of relevant experience; 8 hrs of relevant training</i>			
23b. Licenses or certificates required to do this work, if any.			
24. I HEREBY CERTIFY that the above answers are accurate and complete.			
Date <u>10/24/11</u>		 EDITHA G. CAGASAN Signature and Title of Immediate Supervisor	
25. APPROVED Date		 JOSE L. BACUSMO Signature and Title of Immediate Supervisor	