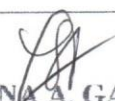

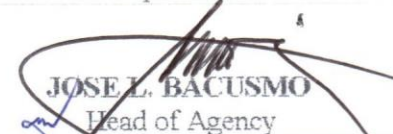


BC-CSC Form No. 1 (Position Description Form)		GALVEZ (Family Name)	LORINA (Given Name)	ACILO (Middle Name)
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay, City, Leyte		3. BUREAU OR OFFICE Visayas State University		
4. DEPT./BRANCH/DIVISION Department of Food Science and Technology		5. WORK STATION/PLACE OF WORK Visca, Baybay, Leyte		
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/S ITEM NO. <u>Visca Bay. AP2-17-2011</u>	7a. SALARY P.A.: <u>P322, 576.00</u> 7b. OTHER COMPENSATION: PERA/ACA <u>P24.00</u>		
8. OFFICIAL DESIGNATION OF POSITION Assistant Professor II		9. WORKING PROPOSED TITLE 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 [] CITY [x] PROVINCE [] 1 st 2 nd 3 rd 4 th 5 th 6 th [] [] [] [] [] []				
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. (f more space is needed, please attached additional sheets.				
Percent Working Time	DUTIES			
50%	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.			
20%	2. Perform administrative and other functions assigned by next higher supervisor.			
20%	3. Spearhead in the implementation of research, extension and production activities of the department.			
5%	4. Member in different committees.			
5%	5. Participate in the co-curricular activities.			
100%				

14. POSITION/TITLE OF IMMEDIATE SUPERVISOR College Dean	15. POSITION/TITLE OF NEXT HIGHER SUPERVISOR Vice President for Instruction																												
16. NAME, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Professor - 2</td> <td style="width: 33%;">Administrative Aide IV - 1</td> <td style="width: 33%;">Research Staff - 2</td> </tr> <tr> <td>Assistant Prof. - 1</td> <td>Administrative Aide I - 1</td> <td>Production Staff - 1</td> </tr> <tr> <td>Instructor II - 1</td> <td>Lab. Technician - 1</td> <td></td> </tr> <tr> <td>Instructor I - 2</td> <td>Laborer - 1</td> <td></td> </tr> </table>		Professor - 2	Administrative Aide IV - 1	Research Staff - 2	Assistant Prof. - 1	Administrative Aide I - 1	Production Staff - 1	Instructor II - 1	Lab. Technician - 1		Instructor I - 2	Laborer - 1																	
Professor - 2	Administrative Aide IV - 1	Research Staff - 2																											
Assistant Prof. - 1	Administrative Aide I - 1	Production Staff - 1																											
Instructor II - 1	Lab. Technician - 1																												
Instructor I - 2	Laborer - 1																												
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computer, LCD/DPL, visual aides, class record, whiteboard pen, eraser, chalk, whiteboard/chalkboard, ballpen, pencil, utensils, laboratory equipment and other gadgets																													
18. CONTACT <table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: center;">Occasional</td> <td style="text-align: center;">Frequent</td> </tr> <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;">[]</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </table>		Occasional	Frequent	General Public	[x]	[]	Other Agencies	[x]	[]	Supervisors	[]	[x]	Management	[]	[x]	Others (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border: none;"> <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> </table>	Normal Working Condition	[x]	Field work	[]	Field trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
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Exposed to Varied Weather	[]																												
Others (Specify)	[]																												
20. I CERTIFY that the above answers are accurate and complete <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> April 26, 2013 Date </div> <div style="text-align: center;">  LORINA A. GALVEZ Signature of Employee </div> </div>																													
21. Describe briefly the general functions of the Unit or Section. Performs the four-fold function of the university, instruction, research, extension and production																													
22. Describe briefly the general function of the position. Instruction, research, extension and production																													
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: PhD in Food Science Experience:																													
23b. Licenses or certificates required to do this work, if any. None																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> 22 May 2013 Date </div> <div style="text-align: center;">  VICTOR B. ASIO Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> _____ Date </div> <div style="text-align: center;">  JOSE L. BACUSMO Head of Agency </div> </div>																													