
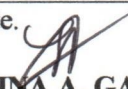
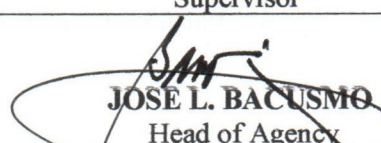


REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC Form No. 1 (Position Description Form)		TEVES	KAREN LUZ
		(Family Name)	YAP
			(Middle Name)
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT		3. BUREAU OR OFFICE	
Visayas State University, Baybay, City, Leyte		Visayas State University	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
Department of Food Science and Technology		Visca, Baybay, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/S ITEM NO.	7a. SALARY P.A.:	
		7b. OTHER COMPENSATION: PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION		9. WORKING PROPOSED TITLE	
Assistant Professor III		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 <sup>st</sup> [ ]		2 <sup>nd</sup> [ ]	
3 <sup>rd</sup> [ ]		4 <sup>th</sup> [ ]	
5 <sup>th</sup> [ ]		6 <sup>th</sup> [ ]	
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. (f more space is needed, please attached additional sheets.			
Percent Working Time	DUTIES		
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. Participate other functions assigned by the Department Head.		
100%			

14. POSITION/TITLE OF IMMEDIATE SUPERVISOR  <b>Department Head</b>	15. POSITION/TITLE OF NEXT HIGHER SUPERVISOR  <b>College Dean</b>																		
16. NAME, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles)  <b>None</b>																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  <b>Laptop, Computer, LCD/DPL, visual aides, class record, whiteboard pen, eraser, chalk, whiteboard/chalkboard, ballpen, pencil, utensils, laboratory equipment and other gadgets</b>																			
18. CONTACT <table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Occasional	Frequent	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	19. WORKING CONDITION Normal Working Condition <input checked="" type="checkbox"/> Field work <input type="checkbox"/> Field trips <input type="checkbox"/> Exposed to Varied Weather <input type="checkbox"/> Others (Specify) <input type="checkbox"/>
	Occasional	Frequent																	
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Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>																	
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>																	
20. I CERTIFY that the above answers are accurate and complete  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>9 JUNE 2015</u>            Date         </div> <div style="text-align: center;">   <b>KAREN LUZ Y. TEVES</b>            Signature of Employee         </div> </div>																			
21. Describe briefly the general functions of the Unit or Section.  <b>Performs the four-fold function of the university, instruction, research, extension and production</b>																			
22. Describe briefly the general function of the position.  <b>Teaches undergraduate and graduate courses for BSFT students and service course.</b>																			
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: <b>PhD in Food Science</b>  Experience: <b>Research, instruction and extension experience</b>																			
23b. Licenses or certificates required to do this work, if any.  <b>None</b>																			
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;"> <u>June 15, 2015</u>            Date         </div> <div style="text-align: center;">   <b>LORINA A. GALVEZ</b>            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;">   <b>JOSE L. BACUSMO</b>            Head of Agency         </div> </div>																			