




REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE  CAGASAN                      ULYSSES                      ALAS (Family Name)              (Given Name)              (Middle Name)					
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE  COLLEGE OF AGRICULTURE AND FOOD SCIENCE					
4. DEPT./BRANCH/DIVISION  DEPARTMENT OF AGRONOMY		5. WORK STATION/PLACE OF WORK  Visca, Baybay City, Ieyte					
6a. PRES. APPRO. ACT/ BOARD RES./ ORD. NO. ITEM NO.		6b. PREV. APPRO. ACT/ BOARD RES./ ORD. NO. ITEM NO.		7a. SALARY P.A.:			7b. OTHER COMPENSATION:
8. OFFICIAL DESIGNATION OF POSITION  ASSOCIATE PROFESSOR I		9. WORKING PROPOSED TITLE					
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE					
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS							PROVINCE [ ]
MUNICIPALITY [ ]		CITY [ ]			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. If more space is needed, please attached additional sheets.							
Percent of working time:		DUTIES					
60%	1.	Teaches assigned subjects and performs other teaching related functions, among others the following: a) Prepares teaching materials/guides and submits to department head. b) Conducts examination (mid/final/long hours/quizzes). c) Checks test papers and return 1 week after exam. d) Submits grade sheets and turn over class records to department head two weeks after final exam.					
25%	2.	Conducts researches.					
5%	3.	Executes extension activities.					
5%	4.	Implements income generating projects.					
5%	5.	Participates in co-curricular activities and performs other functions assigned by the Department Head.					
100%							

14. POSITION TITLE OF IMMEDIATE SUPERVISOR  DEPARTMENT HEAD	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)																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.  Laptop computer, LCD Projector, printer, blackboard & chalk, whiteboard & marker, ballpen, bondpaper, etc.																			
18. CONTACT  <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:50%;"></th> <th style="width:15%; text-align: center;"><u>Occasional</u></th> <th style="width:15%; text-align: center;"><u>Frequent</u></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;">[ x ]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ x ]</td> </tr> <tr> <td>Others (<u>Students</u>)</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ x ]</td> </tr> </tbody> </table>		<u>Occasional</u>	<u>Frequent</u>	General Public	[ x ]	[ ]	Other Agencies	[ ]	[ ]	Supervisors	[ ]	[ x ]	Management	[ ]	[ x ]	Others ( <u>Students</u> )	[ ]	[ x ]	19. WORKING CONDITION  Normal Working Condition [ x ] Field Work [ ] Field Trips [ ] Exposed to Varied Weather [ ] Others (Specify) [ ]
	<u>Occasional</u>	<u>Frequent</u>																	
General Public	[ x ]	[ ]																	
Other Agencies	[ ]	[ ]																	
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Management	[ ]	[ x ]																	
Others ( <u>Students</u> )	[ ]	[ x ]																	
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>7/29/16</u> Date         </div> <div style="text-align: center;">  Signature of Employee         </div> </div>																			
21. Describe briefly the general function of the Unit or Section.  Provides services for instruction, research, extension and production/projects in the department.																			
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: MASTER OF SCIENCE  Experience: MINIMUM OF 5 YEARS IN TEACHING																			
23b. Licenses or certificates required to do this work, if any.																			
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>7/29/2016</u> Date         </div> <div style="text-align: center;">  BERTA C. RATILLA Signature and Title of Immediate Supervisor         </div> </div>																			
25. APPROVED:  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <hr style="width: 100px; margin: 0 auto;"/>Date         </div> <div style="text-align: center;">  EDGARDO E. TULIN Head of Agency         </div> </div>																			