

<b>REPUBLIC OF THE PHILIPPINES</b> BC-CSC Form No. 1 (Position Description Form)		<b>1. NAME OF EMPLOYEE</b> BENITEZ      HARILOU      MANTE (Family Name)      (Given Name)      (Middle Name)		
<b>2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b> VISAYAS STATE UNIVERSITY		<b>3. BUREAU OR OFFICE</b> VSU		
<b>4. DEPT /BRANCH/DIVISION</b> Horticulture		<b>5. WORK STATION/PLACE OF WORK</b> VSU		
<b>6a. PRES. APPRO.</b> ACT/ BOARD RES/ ORD. NO.	<b>6b. PREV. APPRO</b> ACT/ BOARD RES/ ITEM NO.	<b>7a. SALARY P.A.:</b>  <b>7b. OTHER COMPENSATION PERA/ACA</b> P24,000.00		
<b>8. OFFICIAL DESIGNATION OF POSITION</b> Assistant Professor I		<b>9. WORKING PROPOSED TITLE</b> Assistant Professor I		
<b>10. WAPCO CLASSIFICATION OF THIS POSITION</b> Assistant Professor I		<b>11. OCCUPATION GROUP TITLE</b> (leave blank)		
<b>12. FOR LOCAL GOVERNMENT POSITION; CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS</b> MUNICIPALITY [ ]      CITY [ ]      PROVINCE [ ]				
1st [ ]      2nd [ ]      4th [ ]      5th [ ]      6th [ ]				
<b>13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.</b> Percent of : Working Time :				
<b>DUTIES</b>				
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%				



<b>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</b> Department Head	<b>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b> Dean, College of Agriculture & Food Science																												
<b>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE</b> (From item 7) list only by their item nos. and titles) <p style="text-align: center;">Lab. Aide, laborers</p>																													
<b>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</b> computer, LCD, blackboard, pens, calculator, etc.																													
<b>18. CONTACT</b>  <table style="width: 100%;"> <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 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 type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/> students</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Management	<input type="checkbox"/>	<input type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input checked="" type="checkbox"/> students	<b>19. WORKING CONDITION</b>  <table style="width: 100%;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: right;">x</td> </tr> <tr> <td>Field work</td> <td style="text-align: right;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Field Trips</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Exposed to Varied Weather</td> <td></td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> </tbody> </table>	Normal Working Condition	x	Field work	<input checked="" type="checkbox"/>	Field Trips	<input type="checkbox"/>	Exposed to Varied Weather		Other's (Specify)	<input type="checkbox"/>
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<b>20. I CERTIFY that the above answers are accurate and complete.</b>  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>Nov. 6, 2013</u> Date           </div> <div style="text-align: center;">  MARILOU H. DE VELEZ Signature of Employee           </div> </div>																													
<b>21. Describe briefly the general function of the Unit or Section.</b> Teaching, research, extension and production work of horticultural crops																													
<b>22. Describe briefly the general function of the position.</b> Teaching, research and extension work of horticulture subjects.																													
<b>23. a. 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).</b>  Education: MS degree plus other requirements per QS of the university. Experience: none requires																													
<b>23b. Licenses or certificates required to do this work,</b>																													
<b>24. I HEREBY CERTIFY that the above answers are accurate and complete.</b>  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>Nov. 15, 2013</u> Date           </div> <div style="text-align: center;">  ANTONIO L. ACEDO, JR. Signature and Title of Immediate Supervisor           </div> </div>																													
<b>APPROVED</b>  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>                    </u> Date           </div> <div style="text-align: center;">  JOSE C. ENCISO Head of Agency           </div> </div>																													