

# REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(Position Description Form)

## 1. NAME OF EMPLOYEE

BACUSMO JOSE LASTIMOSA  
(Family Name) (Given Name) (Middle Name)

## 2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT

VISAYAS STATE UNIVERSITY

## 3. BUREAU OR OFFICE

OP, VSU

## 4. DEPT./BRANCH/DIVISION

## 5. WORK STATION/PLACE OF WORK

OP, VSU

## 3a. PRES. APPRO.

## 6b. PREV. APPRO

ACT/  
BOARD RES/  
ORD. NO.

ACT/  
BOARD RES/  
ITEM NO.

## 7a. SALARY P.A.: ₱ 384,108.00

## 7b. OTHER COMPENSATION: PERA/ACA

## 3. OFFICIAL DESIGNATION OF POSITION

UNIVERSITY PRESIDENT

## 9. WORKING PROPOSED TITLE

## 10. WAPCO CLASSIFICATION OF THIS POSITION

## 11. OCCUPATION GROUP TITLE

(leave blank)

## 12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS

MUNICIPALITY [ ]

CITY [ ]

PROVINCE [ ]

1st

2nd

3rd

4th

5th

6th

[ ]

[ ]

[ ]

[ ]

[ ]

[ ]

## 13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of

Working Time:

## DUTIES

- 30% 1. Takes action on personnel matters such as approval of appointments of faculty members, non-teaching and administrative personnel, hiring of contractual and job order employees, part-timers, lecturers of the University; approval of leave of absences of University personnel; recommends secondment, detail assignment and/or sabbatical leave application of University personnel; designates OIC of colleges, schools, units, deans, campus directors/coordinators and other heads of principal units subject to the conditions contained in BOR Res. No. 14, s. of 2006.
- 20% 2. Approves and signs agreements/understanding with other institutions (local and foreign) for joint academic, research and/or training programs; approves contracts requiring bidding subject to the provisions stipulated in the BOR Res. No. 14, s. of 2006.
- 25% 3. Takes action on curricular matters such as approval of change(s) in nomenclature of subjects, revision of existing curricula including the addition and/or exclusion of subjects in compliance to CHED and/or PRC requirements.
- 10% 4. Accepts payments and donations from local and foreign agencies/organizations/institutions.
- 15% 5. Acts as Chairman of the University Administrative Council and University Academic Council.



14. POSITION TITLE OF IMMEDIATE SUPERVISOR

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

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.  
3 Vice Presidents, 1 University, 1 Executive Officer

18. CONTACT  
computer, LCD, pens  
Occasional Frequent  
General Public [ ] [ ]  
Other Agencies [ ] [ ]  
Supervisors [ ] [ ]  
Management [ ] [ ]  
Others (Specify) [ ] [ ]

19. WORKING CONDITION  
Normal Working Condition [ ]  
Field work [ ]  
Field Trips [ ]  
Exposed to Varied Weather [ ]  
Other's (Specify) [ ] / office, travel

20. I CERTIFY that the above answers are accurate and complete.

Oct. 30, 2007

Signature of Employee

21. Describe briefly the general function of the Unit or Section.

22. Describe briefly the general function of the position.

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).

Education:

Experience: Ph. D.

Director-Phil. Rootcrop Research & Trng. Center; VP-Research & Extension; VP-Academic Affairs

23b. Licenses or certificates required to do this work, if any.

24. I HEREBY CERTIFY that the above answers are accurate and complete.

Date

Signature and Title of Immediate Supervisor

25. APPROVED

Date

Head of Agency