

1. NAME OF EMPLOYEE

ALCOBER ED ALLAN L.

(POSITION DESCRIPTION FORM) (Family Name) (Give Name) (M.I.)

2. DEPARTMENT, CORPORATION OR
AGENCY/LOCAL GOVERNMENT

3. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY (VSU)

VSU

4. DEPARTMENT/BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

COLLEGE OF AGRICULTURE-DEPT. OF AGRONOMY

AGRONOMY- VSU

6a. PRES.
APPROP. ACT

6b. PREV.
APPROP. ACT

7a. SALARY
AUTHORIZED

7b. OTHER
COMPENSATION

BOARD RES.
ORD. NO.
ITEM NO.

BOARD RES.
ORD. NO.
ITEM NO.

SALARY GRADE 16

8,700/mo

VISCA-B-Inst 1-~~2~~2002

XX

8. OFFICIAL DESIGNATION OF THIS
POSITION

9. WORKING OR PROPOSED TITLE

ASSISTANT PROFESSOR IV

ASSISTANT PROFESSOR IV

10. OCPC CLASSIFICATION OF THIS
POSITION

11. OCCUPATIONAL GROUP TITLE
(LEAVE BLANK)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNITS
CLASS

MUNICIPALITY ()

CITY ()

PROVINCE ()

1ST

2ND

3RD

4TH

5TH

6TH

7TH

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13. STATEMENT OF DUTIES AND RESPONSIBILITIES

(If more space is needed, please attach additional sheets)

50% To teach undergraduate and graduate courses in Agronomy.

30% To conduct research in Agronomy and other related fields.

10% To act as academic and research adviser of undergraduate and graduate
Students.

10% To conduct extension and production related functions for the department
and perform other duties assigned by the University President, College Dean
and Department Head.

14. POSITION OF IMMEDIATE SUPERVISOR

Department Head

15. POSITION OF NEXT HIGHER SUPERVISOR

College Dean

16. NAMES, TITLES AND ITEM NUMBERS OF THESE YOU DIRECTLY SUPERVISE

(If more than seven (7), list only by their item numbers and titles)

17. MACHINES, EQUIPMENTS, TOOLS, ETC. USED REGULARLY IN PERFORMANCE OF WORK

Pens, Laptop, Desktop computer, DLP

18. CONTACTS

OCCASSIONAL FREQUENT

General Public	()	(x)
General Agencies	()	()
Supervisors	()	()
Management	()	()
Others(specify)	()	()

19. WORKING CONDITION

Normal Working Condition	(xx)
Field Work	()
Field Trips	()
Exposed to varied weather	()
Others(specify)	()

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

12/17/2014

Date

ED ALLAN L. ALCOBER

Signature of Employee

TO BE FILLED OUT BY IMMEDIATE SUPERVISOR

21. DESCRIBE BRIEFLY THE GENERAL FUNCTION OF THE UNITS OR SECTION

To provide research, instruction, extension and production services

22. DESCRIBE BRIEFLY THE GENERAL FUNCTION OF THE POSITION

Instruction

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 qualification of the present incumbent. The item should filled for all positions other than teaching).

EDUCATION : Relevant masteral degree,

EXPERIENCE : 2 yrs of relevant experience; 8 hrs. of relevant training.

ELIGIBILITY :

23b. LICENSE OR CERTIFICATES REQUIRED TO DO THIS WORK, IF ANY.

24. I HEREBY certify that the above answers are accurate and correct.

12/17/2014

Date

BERTA C. RATILLA

Signature of Immediate Supervisor

25. APPROVED:

Date

JOSE L. BACUSMO

Head of Agency