

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-DASS

DASS- 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

2,000/mo 24,000

VISCAP - AP 2-16-2011

8. OFFICIAL DESIGNATION OF THIS
POSITION

9. WORKING OR PROPOSED TITLE

ASSISTANT PROFESSOR II

ASSOCIATE PROFESSOR I

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 services for the department and perform other duties assigned by the University President.

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

(✓)
()
()
()
()

19. WORKING CONDITION

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

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

8/12/2014

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 that the qualificationof the present incumbent. The item should
filled for all positions other than teaching).

EDUCATION : Masteral degree in the field of specialization.

EXPERIENCE :

ELIGIBILITY :

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

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

Aug 12, 2014

Date

VICTOR B. ASIO

Signature of Immediate Supervisor

25. APPROVED:

Date

JOSE L. BACUSMO

Head of Agency