

<b>REPUBLIC OF THE PHILIPPINES</b> BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <b>ALCOBER ED ALLAN LLANO</b> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <b>VISAYAS STATE UNIVERSITY</b>		3. BUREAU OR OFFICE <b>VSU</b>	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO. ViscaB- <i>1047-20-2004</i>	7a. SALARY P.A.: <i>P 229,344.00</i> 7b. OTHER COMPENSATION: <i>P 24,000.00</i>	
8. OFFICIAL DESIGNATION OF POSITION <i>Inspector IV</i>		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION <i>LOCAL</i>		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 :			
<p style="text-align: center;"><b>DUTIES</b></p> <p style="text-align: center;"><b>On Study Leave</b></p>			
14. POSITION TITLE OF IMMEDIATE SUPERVISOR <b>Department Head</b>		15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <b>College Dean</b>	
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.

*pens, calculator, computer, etc.*

18. CONTACT

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)	[ ]

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

May 06, 2011

Date

ED ALLAN L. ALCOBER

Signature of Employee

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

To provide research, instruction and extension services

22. Describe briefly the general function of the position.

Instruction

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: *BS degree in the area of specialization*

Experience:

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

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

May 11, 2011

Date

VICTOR B. ASIO

Signature and Title of Immediate Supervisor

25. APPROVED

                      
Date

JOSE L. BACUSMO  
Head of Agency