

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE ACEDO VILLALUZ Z. <small>(Family Name) (Given Name) (Middle Name)</small>	
2. DEPARTMENT CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State University		3. BUREAU OR OFFICE Visayas State University	
4. DEPT./BRANCH/DIVISION PhilRootcrops		5. WORK STATION/PLACE OF WORK Baybay, City	
6a. PRES. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. VisCAV-PROF3-5-2004	7a. SALARY P.A.: P 696,336.00 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OR POSITION Professor III		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] 1 st 2 nd 3 rd 4 th 5 th 6 th			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time :		DUTIES	
60%	1. Prepares RDE proposals and implement approved/funded projects		
25%	2. Teaches assigned subject, perform other teaching related functions such as acting as thesis adviser both for undergraduate and graduate students		
5%	3. Member in different committees		
5%	4. Production of TC materials as the need arises		
5%	5. Perform other functions to be assigned by Unit heads.		

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045 1531

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
Division Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Center Director

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.
Computer, laminar flow hood, oven, pH meter, weighing scales, autoclave

18. CONTACT	Occasional	Frequent	19. WORKING CONDITION	
General Public	[x]	[]	Normal Working Condition	[x]
Other Agencies	[x]	[]	Field Work	[]
Supervisors	[]	[x]	Field Trips	[]
Management	[]	[x]	Exposed to Varied Weather	[]
Others (Specify)	[]	[]	Others (Specify)	[]

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

01 - 05 - 2015

Date

VILLALUZ Z. ACEDO

Signature of Employee

21. Describe briefly the general function of the Unit or Section.
Root crop improvement and production

22. Describe briefly the general function of the position.
Research on tissue culture and 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 qualifications of the present incumbent. This item should be filled for all positions other than teaching.)

Education: Relevant Masteral Degree

Experience: 5 yrs of relevant experience; 32 hrs of relevant training

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

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

Date

MARCELO A. QUEVEDO - Professor
Signature and Title of Immediate Supervisor

APPROVED:

Date

JOSE L. BACUSMO
Head of Agency