

<b>REPUBLIC OF THE PHILIPPINES</b> <b>BC-CSC Form No. 1</b> <b>(Position Description Form)</b>		<b>1. NAME OF EMPLOYEE</b> <b>BENITEZ</b> <b>MARILOU</b> <b>MANTE</b> (Family Name)      (Given Name)      (Middle Name)	
<b>2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT</b> Visayas State University, Baybay City, Leyte		<b>3. BUREAU OR OFFICE</b> Horticulture, VSU	
<b>4. DEPT./BRANCH/DIVISION</b> Horticulture		<b>5. WORK STATION/PLACE OF WORK</b> Visayas State University (VSU)	
<b>6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.</b>		<b>7a. SALARY P.A.:</b>	
<b>6b. PREV. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO.</b>		<b>7b. OTHER COMPENSATION: P 24,000.00</b>	
<b>8. OFFICIAL DESIGNATION OF POSITION</b> Asst. Professor I		<b>9. WORKING PROPOSED TITLE</b> Asst. Professor I	
<b>10. WAPCO CLASSIFICATION OF THIS POSITION</b> Asst. Professor I		<b>11. OCCUPATION GROUP TITLE</b> (leave blank)	
<b>12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS</b> MUNICIPALITY [ ]      CITY [ ]      PROVINCE [ ] 1st [ ]      2nd [ ]      3rd [ ]      4th [ ]      5th [ ]      6th [ ]			
<b>13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.</b>			
Percent of Working Time:		<b>D U T I E S</b>	
70%		Teaching: Teaches Hort 22 Lec and Lab; Hort 144 Lec and Lab; Hort 195; Hort 214 Lec and Lab	
20%		Research and Extension: Do research and extension work on horticultural crops	
10%		Others: Advise students, committee membership, Project Incharge, etc.	



<b>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  <div style="text-align: center;">Department Head</div>	<b>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  <div style="text-align: center;">College Dean</div>																												
<b>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE</b> (if more than (7), list only by their item nos. and titles)  <div style="text-align: center;">none.</div>																													
<b>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</b>  <div style="text-align: center;">computer, projector, chalk, calculator, etc.</div>																													
<b>18. CONTRACT</b>  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[ X ]</td> <td style="text-align: center;">[   ]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[   ]</td> <td style="text-align: center;">[   ]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[   ]</td> <td style="text-align: center;">[ X ]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[   ]</td> <td style="text-align: center;">[ X ]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[   ]</td> <td style="text-align: center;">[ X ]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[ X ]	[   ]	Other Agencies	[   ]	[   ]	Supervisors	[   ]	[ X ]	Management	[   ]	[ X ]	Other (Specify)	[   ]	[ X ]	<b>19. WORKING CONDITION</b>  <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: right;">[ X ]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: right;">[   ]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: right;">[   ]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: right;">[   ]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: right;">[   ]</td> </tr> </tbody> </table>	Normal Working Condition	[ X ]	Field Work	[   ]	Field Trips	[   ]	Exposed to Varied Weather	[   ]	Others (Specify)	[   ]
	Occasional	Frequent																											
General Public	[ X ]	[   ]																											
Other Agencies	[   ]	[   ]																											
Supervisors	[   ]	[ X ]																											
Management	[   ]	[ X ]																											
Other (Specify)	[   ]	[ X ]																											
Normal Working Condition	[ X ]																												
Field Work	[   ]																												
Field Trips	[   ]																												
Exposed to Varied Weather	[   ]																												
Others (Specify)	[   ]																												
<b>20. I CERTIFY that the above answers are accurate and complete.</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="text-align: center;">November 10, 2011</div> <div style="text-align: center;">Date</div> </div> <div style="width: 45%; text-align: right;"> <div style="text-align: center;">MARILOU M. BENITEZ</div> <div style="text-align: center;">Signature of Employee</div> </div> </div>																													
<b>21. Describe briefly the general function of the Unit or Section.</b>  <div style="text-align: center;">Teaching, research and extension work of horticulture subjects.</div>																													
<b>22. Describe briefly the general function of the position.</b>  <div style="text-align: center;">Teaching horticulture subjects, do research and extension work on horticultural crops.</div>																													
<b>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).</b>  <div style="text-align: center;">Education: B. S. degree relevant to the job.</div> <div style="text-align: center;">Experience: 1 yr. of relevant experience; 4 hrs. of relevant training.</div>																													
<b>23b. Licenses or certificates required to do this work, if any.</b>  <div style="text-align: center;">none</div>																													
<b>24. I HEREBY CERTIFY that the above answers are accurate and complete.</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="text-align: center;">Date</div> </div> <div style="width: 45%; text-align: right;"> <div style="text-align: center;">ROSARIO A. SALAS JR.</div> <div style="text-align: center;">Signature and Title of Immediate Supervisor</div> </div> </div>																													
<b>25. APPROVED:</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="text-align: center;">Date</div> </div> <div style="width: 45%; text-align: right;"> <div style="text-align: center;">JOSE M. BACUSMO</div> <div style="text-align: center;">Head of Agency</div> </div> </div>																													