

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1
(Position Description Form)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL
GOVERNMENT

VISAYAS STATE UNIVERSITY

4. DEPT./BRANCH/DIVISION

Department of Development Communication

6 a. PRES. APPRO
ACT/
BOARD RES/
ORD. NO.

6B. PREV. APPRO
ACT/
BOARD RES/
ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Instructor 1

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

CORTES

JED ASAPH

D.

(Family Name)

(Given Name)

(Middle Name)

3. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

5. WORK STATION/PLACE OR WORK

VSU, Visca, Baybay City, Leyte

7a. SALARY, P.A.:

7b. OTHER COMPENSATION: PERA/ACA

9. WORKING PROPOSED TITLE

Instructor 1

11. OCCUPATION GROUP TITLE

(leave blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNITS CLASS
MUNICIPALITY [] CITY [] PROVINCE []

1st

2nd

3rd

4th

5th

6th

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13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of :
Working Time:

DUTIES

50

1. Teach undergraduate and graduate courses in development communication

10

2. Undertake extension-communication activities in support of existing programs of the university

10

3. Conduct communication research to help strengthen the department's programs

15

4. Advise thesis students, student interns, and student organizations

5

5. Serve as member in the different standing committees of the department and university

10

6. Perform other tasks assigned by the supervisors.

100%

094 12063 12/21/12

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Dean, College of Agriculture

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list

17. MACHINES, EQUIPMENT, TOOLTS, etc. used regularly in performance of work:

Desktop Computers, TV, DVD player/recorder, digital cameras, scanners, etc.

18. CONTACT

Occasional

Frequent

General Public
Other Agencies
Supervisors
Management
Others (specify)

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19. WORKING CONDITION

Normal Working Condition

Field work

Field Trips

Exposed to Varied Weather

Other's (specify)

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

Date

JED ASAPH D. CORTES

Signature of Employee

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

The Department of Development Communication offers two curricular programs: the Bachelor of Science in Development Communication with three specializations: Development Journalism, Community Broadcasting and Educational Communication Technology, and an MS degree in Development Communication (MSDC). The DDC faculty also conduct research and implement development programs/projects to strengthen the department's instruction function.

22. Describe briefly the general function of the position.

The main function of an instructor at the DDC is to teach courses for the BSDC and MSDC programs.

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: Masteral 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.

Date

EDITHA G. CAGASAN

Signature and Title of Immediate Supervisor

25. APPROVED

Date

JOSE L. BACUSMO

Head of Agency