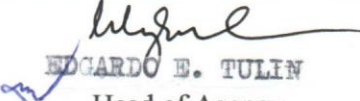


REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC Form No. 1 (Position Description Form)		CERNA JULIOUS BAGARINAO	
		(Family Name) Given Name (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT		3. BUREAU OR OFFICE	
Visayas State University, Baybay, City, Leyte		Department of Food Science & Technology	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
Department of Food Science and Technology		Visca, Baybay, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ RES/S ORD. NO.	6b. PREV. APPRO ACT/ BOARD ITEM NO.	7a. SALARY P.A.:	
		7b.OTHERCOMPENSATION: PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION		9. WORKING PROPOSED TITLE	
Instructor			
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNITS CLASS			
MUNICIPALITY []		CITY [x] PROVINCE []	
1 st []		2 nd []	
3 rd []		4 th []	
5 th []		6 th []	
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. (f more space is needed, please attached additional sheets.			
Percent Working Time	DUTIES		
80%	1. Teaches assigned subject and performs other teaching related functions, among others the following: a) Prepared teaching materials/guides and submit to department head. b) Conducts examination (mid/final/long hours/quizzes). c) Checks test papers and return 1 week after exam. d) Submits grade sheet and turn over class records to department head two weeks after final examination.		
5%	2. Assist in the conduct of extension and research activities of the dept.		
5%	2. Member in different committees.		
5%	3. Participate in the co-curricular activities.		
5%	4. Perform other functions assigned by the Department Head.		
100%			

14. POSITION/TITLE OF IMMEDIATE SUPERVISOR Department Head		15. POSITION/TITLE OF NEXT HIGHER SUPERVISOR College Dean																		
16. NAME, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) None																				
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computer, visual aides, whiteboard pen, eraser, chalk, whiteboard/chalkboard, ballpen, pencil, kitchen utensils, laboratory equipment and other gadgets																				
18. CONTACT <table border="0"><thead><tr><th></th><th>Occasional</th><th>Frequent</th></tr></thead><tbody><tr><td>General Public</td><td>[x]</td><td>[]</td></tr><tr><td>Other Agencies</td><td>[x]</td><td>[]</td></tr><tr><td>Supervisors</td><td>[]</td><td>[x]</td></tr><tr><td>Management</td><td>[]</td><td>[x]</td></tr><tr><td>Others (Specify)</td><td>[]</td><td>[]</td></tr></tbody></table>			Occasional	Frequent	General Public	[x]	[]	Other Agencies	[x]	[]	Supervisors	[]	[x]	Management	[]	[x]	Others (Specify)	[]	[]	19. WORKING CONDITION Normal Working Condition [x] Field work [] Field trips [] Exposed to Varied Weather [] Others (Specify) []
	Occasional	Frequent																		
General Public	[x]	[]																		
Other Agencies	[x]	[]																		
Supervisors	[]	[x]																		
Management	[]	[x]																		
Others (Specify)	[]	[]																		
20. I CERTIFY that the above answers are accurate and complete <u>16 Nov. '15</u> Date		 JULIO B. CERNA Signature of Employee																		
21. Describe briefly the general functions of the Unit or Section. Involve in instruction, conduct research and extension and production.																				
22. Describe briefly the general function of the position. Teaches undergraduate courses for BSFT students and elective/service courses for non-BSFT students.																				
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: B.S. degree in the area of specialization Experience:																				
23b. Licenses or certificates required to do this work, if any. None																				
24. I HEREBY CERTIFY that the above answers are accurate and complete <u>Nov. 25, 2015</u> Date		 LORINA A. GALVEZ Signature and Title of Immediate Supervisor																		
25. APPROVED _____ Date		 EDGARDO E. TULIN Head of Agency																		