
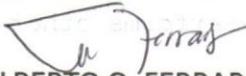



REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC FORM NO. 1		Resos Julien A.	
(POSITION DESCRIPTION FORM)		(FAMILY NAME) (GIVEN NAME) (MI)	
2. DEPT./CORP. OR AGENCY/LOCAL GOV'T. Visayas State University Baybay City Leyte		3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION Department of Plant Breeding and Genetics		5. WORK STATION/PLACE OF WORK Visayas State University Baybay City Leyte	
6.a. Pres. Approp. Act. Board Res./ Ord. No. Item No.	6.b. Prev. Approp. Act. Board Res./ Ord. No. Item No.	7.a. Salary Per annum P 239 280.00	7.b. Other Compensation; P 24, 000.00
8. OFFICIAL DESIGNATION OF POSITION		9. WORKING OR PROPOSED TITLE	
10.WAPCO CLASSIFICATION OF THIS POSITION		11.OCCUPATIONAL GROUP TITLE (leave blank)	
12.FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS			
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <u>MUNICIPALITY</u> 1ST 2ND <input type="checkbox"/> <input type="checkbox"/> </div> <div style="text-align: center;"> <u>CITY</u> 3RD 4TH <input type="checkbox"/> <input type="checkbox"/> </div> <div style="text-align: center;"> <u>PROVINCE</u> 5TH 6TH 7TH <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheet/s.			
PERCENT OF WORKING TIME	DUTIES		
85 %	1. Teaches assigned subject and performs other teaching related functions, among others the following: a. Prepares teaching materials/ guides and submits to department head b. Conducts examination (mid/final/long hours/quizzes) c. Checks papers and returns one week after exam d. Submits grade sheet and turn over class records to department head to weeks after final examination		
5%	2. Member in different committees		
5%	3. Participates in the co-curricular activities		
5%	4. Performs other function assigned by the department head		
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;">Department Head</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">College Dean</div>																		
16. NAMES, TITLE AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (If more than 7, list only by their item nos. and titles) <div style="text-align: center;">None</div>																			
17. MACHINES, EQUIPMENTS, TOOLS, etc. used regularly in the performance of work. <div style="text-align: center;">None</div>																			
18. CONTACTS <table style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: center;">Occasional</td> <td style="text-align: center;">Frequent</td> </tr> <tr> <td>General Public</td> <td style="text-align: center;">X</td> <td></td> </tr> <tr> <td>Other Agencies</td> <td></td> <td></td> </tr> <tr> <td>Supervisors</td> <td></td> <td></td> </tr> <tr> <td>Management</td> <td></td> <td></td> </tr> <tr> <td>Others (Specify)</td> <td></td> <td></td> </tr> </table>		Occasional	Frequent	General Public	X		Other Agencies			Supervisors			Management			Others (Specify)			19. WORKING CONDITIONS Normal working condition X Field Work _____ Field Trips _____ Exposed to varied weather _____ Others (Specify) _____
	Occasional	Frequent																	
General Public	X																		
Other Agencies																			
Supervisors																			
Management																			
Others (Specify)																			
20. I CERTIFY THAT THE ABOVE ANSWERS ARE ACCURATE AND COMPLETE. <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 45%;"> <u>November 01, 2015</u> DATE </div> <div style="width: 45%; text-align: right;">  <u>JULIAN RESOS</u> SIGNATURE OF EMPLOYEE </div> </div>																			
TO BE FILLED OUT BY IMMEDIATE SUPERVISOR																			
21. Describe briefly the general function of the Unit or Section.																			
22. Describe briefly the general function of the position.																			
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: <u>Masteral degree in the area of Specialization</u> Experience: _____																			
22.b. Licenses or Certificates required to do this work, if any.																			
23. I HEREBY CERTIFY THAT THE ABOVE ANSWERS ARE ACCURATE AND COMPLETE. <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 45%;"> _____ DATE </div> <div style="width: 45%; text-align: right;">  <u>DILBERTO O. FERRAREN</u> SIGNATURE AND TITLE OF IMMEDIATE SUPERVISOR </div> </div>																			
24. APPROVED: <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 45%;"> _____ DATE </div> <div style="width: 45%; text-align: right;">  <u>EDGARDO E. TULIN</u> HEAD OF AGENCY </div> </div>																			