

REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC Form No. 1 (Position Description Form)		CORTES, JED ASAPH D.	
		(Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY	
4. DEPT./BRANCH/DIVISION Department of Development Communication		5. WORK STATION/PLACE OR WORK VSU, Visca, Baybay City, Leyte	
6 a. PRES. APPRO ACT/ BOARD RES/ ORD. NO.		7a. SALARY, P.A.: ₱ 200,712.	
6B. PREV. APPRO ACT/ BOARD RES/ ITEM NO. 15		7b. OTHER COMPENSATION: PERA/ACA ₱ 24,000	
8. OFFICIAL DESIGNATION OF POSITION Instructor		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 [] 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 attach additional sheets.			
Percent of Working Time: : DUTIES			
70%	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.		
15%	2. Undertake research and extension-communication activities in support of existing programs of the university.		
5%	3. Member in different committees.		
5%	4. Participate in the co-curricular activities.		
5%	5. Perform other functions assigned by the Department Head.		
100%			

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		19. WORKING CONDITION	
Occasional		Normal Working Condition	
General Public		Field work	
Other Agencies		Field Trips	
Supervisors		Exposed to Varied Weather	
Management		Other's (specify)	
Others (specify)			
Frequent			
General Public			
Other Agencies			
Supervisors			
Management			
Others (specify)			
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 conducts research and implements development programs/projects to strengthen its instruction function.			
22. Describe briefly the general function of the position. The main function of an instructor at the DDC is to teach BSDC and MSDC courses (70%). Please see duties (Section 13 of this form)			
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.			
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	