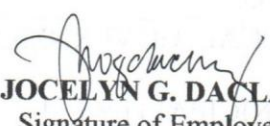
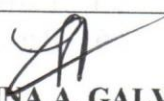
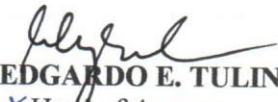


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <b>DACLAG      JOCELYN      GUNDAYA</b> (Family Name)      Given Name      (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT  <b>Visyas State University, Baybay City, Leyte</b>		3. BUREAU OR OFFICE  <b>Dept. of Food Science and Technology</b>	
4. DEPT./BRANCH/DIVISION  <b>Department of Food Science and Technology</b>		5. WORK STATION/PLACE OF WORK  <b>Visayas State University, Baybay City</b>	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/S ITEM NO.	7a. SALARY P.A.:  7b. OTHER COMPENSATION: <b>P24,000.00</b>	
8. OFFICIAL DESIGNATION OF POSITION <b>Instructor II</b>		9. WORKING PROPOSED TITLE <b>Instructor III</b>	
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 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup> 5 <sup>th</sup> 6 <sup>th</sup> [ ]      [ ]      [ ]      [ ]      [ ]      [ ]			
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%	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  <b>Department Head</b>		15. POSITION/TITLE OF NEXT HIGHER SUPERVISOR  <b>College Dean</b>	
16. NAME, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) <b>None</b>			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <b>Computer, LCD, visual aides, whiteboard pen, eraser, chalk, gradesheets, whiteboard/chalkboard, ballpen, pencil, kitchen utensils, laboratory equipment and other gadgets</b>			
18. CONTACT		19. WORKING CONDITION	
	Occasional	Frequent	
General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Normal Working Condition <input checked="" type="checkbox"/>
Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Field work <input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Field trips <input type="checkbox"/>
Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Exposed to Varied Weather <input type="checkbox"/>
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	Others (Specify) <input type="checkbox"/>
20. I CERTIFY that the above answers are accurate and complete			
_____		 <b>JOCELYN G. DACLAG</b> Signature of Employee	
21. Describe briefly the general functions of the Unit or Section.  <b>Involve in instruction, conduct research/extension and production</b>			
22. Describe briefly the general function of the position.  <b>Teaches undergraduate courses for BSFT/MSFST students and service course.</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.)  Education: <b>Master degree holder in the area of specialization</b>  Experience: <b>none required</b>			
23b. Licenses or certificates required to do this work, if any.  <b>None</b>			
24. I HEREBY CERTIFY that the above answers are accurate and complete.			
_____		 <b>LORINA A. GALVEZ</b> Signature and Title of Immediate Supervisor	
25. APPROVED			
_____		 <b>EDGARDO E. TULIN</b> Head of Agency	
Date			