

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <b>BAÑOC DIONESIO MAGLAHUS</b> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE <b>VISAYAS STATE UNIVERSITY</b>	
4. D DEPT./BRANCH/DIVISION <b>Dept. of Agronomy &amp; Soil Science (DASS)</b>		5. WORK STATION/PLACE OF WORK <b>Agronomy Section, DASS, VSU</b>	
6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. 6b. PREV. APPRO ACT/BOARD RES/ORD. NO. ITEM NO.		7a. SALARY P.A.: <b>PHP 497,916</b> 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION <b>Associate Professor 3</b>		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION <b>Salary Grade 21</b>		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [ ] CITY [ ] PROVINCE [ ] 1st [ ] 2nd [ ] 3rd [ ] 4th [ ] 5th [ ] 6th [ ]			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.			
Percent of Working Time:			
D U T I E S			
85% 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. 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 <b>Department Head/Professor 6</b>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <b>Section Head/ Professor 3</b>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) <p style="text-align: center;">None</p>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <b>Computers (disk top, laptop), LCD, chalk &amp; eraser, lab. &amp; field equipment</b>																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[ X ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[ ]</td> <td style="text-align: center;">[ ]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[ X ]	[ ]	Other Agencies	[ ]	[ ]	Supervisors	[ ]	[ ]	Management	[ ]	[ ]	Other (Specify)	[ ]	[ ]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: right;">[ X ]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: right;">[ ]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: right;">[ ]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: right;">[ ]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: right;">[ ]</td> </tr> </tbody> </table>	Normal Working Condition	[ X ]	Field Work	[ ]	Field Trips	[ ]	Exposed to Varied Weather	[ ]	Others (Specify)	[ ]
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u>OCTOBER 9, 2014</u>              Date           </div> <div style="text-align: center;">   <b>DIONESIO M. BANOC</b>              Signature of Employee           </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <p style="margin-top: 10px;"><b>Instruction, Research, Extension and Production</b></p>																													
22. Describe briefly the general function of the position. <ol style="list-style-type: none"> <li><b>1. Teaches undergraduate and graduate (MS) subjects and performs teaching-related functions</b></li> <li><b>2. Conducts approved research projects relative to Ratooning Technology</b></li> <li><b>3. Act as consultant/experts on call on extension project of DAR ARCESS</b></li> <li><b>4. Performs other functions assigned by the Department Head/Section Head.</b></li> </ol>																													
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). <div style="margin-top: 10px;">             Education: <b>MS in Agriculture (Agronomy)</b>              Experience: <b>Minimum of 3 - 5 years working experience</b> </div>																													
23b. Licenses or certificates required to do this work, if any. <p style="margin-top: 10px;"><b>Civil Service Eligibility (Professional), Agriculturist</b></p>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <u>09 Oct 2014</u>              Date           </div> <div style="text-align: center;">   <b>VICTOR B. ASIO, Ph.D.</b>              Signature and Title of Immediate Supervisor           </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;">             _____              Date           </div> <div style="text-align: center;">   <b>JOSE L. BACUSMO</b>              Head of Agency           </div> </div>																													