

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (POSITION DESCRIPTION FORM)		1. NAME OF EMPLOYEE CENIZA MARIA JULIET CAÑETE (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION DEPARTMENT OF PEST MANAGEMENT		5. WORK STATION/PLACE OF WORK VISCA, BAYBAY CITY, LEYTE	
6a. PRES. APPRO. ACT/	6b. PREV. APPRO ACT/	7a. SALARY P.A.: 604,008.00	
BOARD RES/ ORD. NO.	BOARD RES/ ITEM NO. PROF 5-9-2011	7b. OTHER COMPENSATION: PERA/ACA 24,000.00 P.A.	
8. OFFICIAL DESIGNATION OF POSITION PROFESSOR III		9. WORKING PROPOSED TITLE PROFESSOR III	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS			
MUNICIPALITY <input type="checkbox"/>		CITY <input type="checkbox"/>	
1 ST <input type="checkbox"/> 2 ND <input type="checkbox"/>		3 RD <input type="checkbox"/> 4 TH <input type="checkbox"/>	
		5 TH <input type="checkbox"/> 6 TH <input type="checkbox"/>	
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
PERCENT OF WORKING TIME	D U T I E S		
25%	Teaches Entomology, Ecology, Plant Protection and Biology courses		
15%	Conducts research and extension activities on pest management, Biodiversity, and environment studies.		
10%	Conducts extension and production activities related to the above areas		
5%	Acts as thesis and research adviser of students in Entomology, Ecology and related fields.		
40%	Performs administrative functions as maybe assigned by the supervisor or immediate head.		
5%	Performs other functions and responsibilities as maybe directed by the supervisor.		
100%			
SIGNATURE & TITLE OF IMMEDIATE SUPERVISOR JOSE L. BACUSMO HEAD OF AGENCY		DATE	
		DATE	

14. POSITION TITLE OF IMMEDIATE SUPERVISOR HEAD, DEPARTMENT OF PEST MANAGEMENT		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 only by their item nos. and titles)																																		
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. DESKTOP/LAPTOP COMPUTER & PRINTER, LCD PROJECTOR, MICROSCOPES,																																		
18. CONTACT		19. WORKING CONDITION																																
<table border="1"><thead><tr><th></th><th>Occasional</th><th>Frequent</th></tr></thead><tbody><tr><td>General Public</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Other Agencies</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Supervisors</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr><tr><td>Management</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr><tr><td>Others (Specify)</td><td></td><td></td></tr><tr><td>students</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr></tbody></table>			Occasional	Frequent	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Specify)			students	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<table border="1"><tbody><tr><td>Normal Working Condition</td><td><input checked="" type="checkbox"/></td></tr><tr><td>Field Work</td><td><input checked="" type="checkbox"/></td></tr><tr><td>Field Trips</td><td><input checked="" type="checkbox"/></td></tr><tr><td>Exposed to Varied Weather</td><td><input checked="" type="checkbox"/></td></tr><tr><td>Others (Specify)</td><td></td></tr></tbody></table>		Normal Working Condition	<input checked="" type="checkbox"/>	Field Work	<input checked="" type="checkbox"/>	Field Trips	<input checked="" type="checkbox"/>	Exposed to Varied Weather	<input checked="" type="checkbox"/>	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;"><div>DATE</div><div>MARIA JULIET C. CENIZA SIGNATURE OF EMPLOYEE</div></div>																																		
21. Describe briefly the general function of the Unit or Section. The Unit strives for the attainment of the globally-competitive human resource and advance scientific knowledge and usable technology for pest management for sustained growth and development in agriculture.																																		
22. Describe briefly the general function of the position. To perform the three fold functions which are instruction, research, extension including production activities.																																		
23. 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: Relevant masteral degree Experience: 5 years of relevant experience																																		
24. Licenses or certificates required to do this work, if any.																																		
25. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"><div>DATE</div><div>JESUSITO L. LIM SIGNATURE & TITLE OF IMMEDIATE SUPERVISOR</div></div>																																		
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