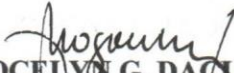




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|--|--|--|--|
| REPUBLIC OF THE PHILIPPINES<br>BC-CSC Form No. 1<br>(Position Description Form)  |  | 1. NAME OF EMPLOYEE<br><b>DACLAG JOCELYN GUNDAYA</b><br>(Family Name)      Given Name      (Middle Name) |  |
| 2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT<br><br><b>Visayas State University, Baybay City, Leyte</b>  |  | 3. BUREAU OR OFFICE<br><br><b>VSU</b>  |  |
| 4. DEPT./BRANCH/DIVISION<br><br><b>Department of Food Science and Technology</b>   |  | 5. WORK STATION/PLACE OF WORK<br><br><b>Visayas State University, Baybay City</b>                        |  |
| 6a. PRES. APPRO.<br>ACT/<br>BOARD RES/<br>ORD. NO.   | 6b. PREV. APPRO<br>ACT/<br>BOARD RES/S<br>ITEM NO. <i>WSCA-11-12-2011</i>  | 7a. SALARY P.A.: <i>₱ 257, 272 -</i><br>7b. OTHER COMPENSATION: <b>P24,000.00</b>                        |  |
| 8. OFFICIAL DESIGNATION OF POSITION<br><br><b>Instructor II</b>  |  | 9. WORKING PROPOSED TITLE  |  |
| 10. WAPCO CLASSIFICATION OF THIS POSITION  |  | 11. OCCUPATION GROUP TITLE<br>(leave blank)  |  |
| 12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNITS CLASS<br><br><div style="display: flex; justify-content: space-between;"> <span>MUNICIPALITY [ ]</span> <span>CITY [x]</span> <span>PROVINCE [ ]</span> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div>1<sup>st</sup><br/>[ ]</div> <div>2<sup>nd</sup><br/>[ ]</div> <div>3<sup>rd</sup><br/>[ ]</div> <div>4<sup>th</sup><br/>[ ]</div> <div>5<sup>th</sup><br/>[ ]</div> <div>6<sup>th</sup><br/>[ ]</div> </div> |  |  |  |
| 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:<br>a) Prepared teaching materials/guides and submit to department head.<br>b) Conducts examination (mid/final/long hours/quizzes).<br>c) Checks test papers and return 1 week after exam.<br>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<br><br>Department Head   |            | 15. POSITION/TITLE OF NEXT HIGHER SUPERVISOR<br><br>College Dean |                               |
| 16. NAME, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles)<br>None   |            |  |                               |
| 17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.<br>Computer, LCD, visual aides, whiteboard pen, eraser, chalk, gradesheets, whiteboard/chalkboard, ballpen, pencil, kitchen utensils, laboratory equipment and other gadgets  |            |  |                               |
| 18. CONTACT   |            | 19. WORKING CONDITION  |                               |
|   | Occasional | Frequent   |                               |
| General Public  | [x]        | [ ]  | Normal Working Condition [x]  |
| Other Agencies  | [x]        | [ ]  | Field work [ ]                |
| Supervisors   | [ ]        | [x]  | Field trips [ ]               |
| Management  | [ ]        | [x]  | Exposed to Varied Weather [ ] |
| Others (Specify)  | [ ]        | [ ]  | Others (Specify) [ ]          |
| 20. I CERTIFY that the above answers are accurate and complete<br><br>5 - 12 - 2014<br>Date   |            |  |                               |
| <br>JOCELYN G. DACLAG<br>Signature of Employee   |            |  |                               |
| 21. Describe briefly the general functions of the Unit or Section.<br><br>Involve in instruction, conduct research/extension and production   |            |  |                               |
| 22. Describe briefly the general function of the position.<br><br>Teaches undergraduate courses for BSFT/MSFST students and service course.   |            |  |                               |
| 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.)<br><br>Education: Master degree holder in the area of specialization<br><br>Experience: none required |            |  |                               |
| 23b. Licenses or certificates required to do this work, if any.<br><br>None   |            |  |                               |
| 24. I HEREBY CERTIFY that the above answers are accurate and complete.<br><br>May 13, 2014<br>Date  |            |  |                               |
| <br>LORINA A. GALVEZ<br>Signature and Title of Immediate Supervisor  |            |  |                               |
| 25. APPROVED<br><br>Date  |            |  |                               |
| <br>JOSE L. BACUSMO<br>Head of Agency   |            |  |                               |