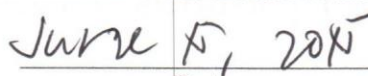
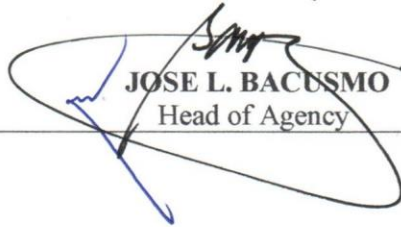


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE DACLAG JOCELYN GUNDAYA (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE Dept. of Food Science and Technology	
4. DEPT./BRANCH/DIVISION Department of Food Science and Technology		5. WORK STATION/PLACE OF WORK Visayas State University, Baybay City	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/S ITEM NO.	7a. SALARY P.A.: 7b. OTHER COMPENSATION: P24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Instructor II		9. WORKING PROPOSED TITLE Instructor III	
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 [] 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. (f more space is needed, please attached additional sheets.			
Percent Working Time	DUTIES		
80% 5% 5% 5% <u>5%</u> 100%	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. 2. Assist in the conduct of extension and research activities of the dept. 3. Member in different committees. 4. Participate in the co-curricular activities. 5. Perform other functions assigned by the Department Head.		

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14. POSITION/TITLE OF IMMEDIATE SUPERVISOR Department Head		15. POSITION/TITLE OF NEXT HIGHER SUPERVISOR 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) None			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. 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	☒	☐	Normal Working Condition ☒
Other Agencies	☒	☐	Field work ☐
Supervisors	☐	☒	Field trips ☐
Management	☐	☒	Exposed to Varied Weather ☐
Others (Specify)	☐	☐	Others (Specify) ☐
20. I CERTIFY that the above answers are accurate and complete			
Date		 JOCELYN G. DACLAG Signature of Employee	
21. Describe briefly the general functions of the Unit or Section. Involve in instruction, conduct research/extension and production			
22. Describe briefly the general function of the position. 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.) Education: Master degree holder in the area of specialization Experience: none required			
23b. Licenses or certificates required to do this work, if any. None			
24. I HEREBY CERTIFY that the above answers are accurate and complete.			
 Date		 LORINA A. GALVEZ Signature and Title of Immediate Supervisor	
25. APPROVED			
Date		 JOSE L. BACUSMO Head of Agency	