

REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC Form No. 1 (Position Description Form)		CERNA JULIOUS BAGARINAO	
		(Family Name) Given Name (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT		3. BUREAU OR OFFICE	
Visayas State University, Baybay, City, Leyte		Department of Food Science & Technology	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
Department of Food Science and Technology		Visca, Baybay, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ RES/S	6b. PREV. APPRO ACT/ BOARD	7a. SALARY P.A.: ₱ 239,280	
ORD. NO.	ITEM NO. VISCA-11471-49-2017	7b. OTHER COMPENSATION: PERA/ACA ₱ 24,000	
8. OFFICIAL DESIGNATION OF POSITION		9. WORKING PROPOSED TITLE	
Instructor			
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%	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%	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 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, visual aides, whiteboard pen, eraser, chalk, whiteboard/chalkboard, ballpen, pencil, kitchen utensils, laboratory equipment and other gadgets					
18. CONTACT			19. WORKING CONDITION		
	Occasional	Frequent	Normal Working Condition <input checked="" type="checkbox"/>		
General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Field work <input type="checkbox"/>		
Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Field trips <input type="checkbox"/>		
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Exposed to Varied Weather <input type="checkbox"/>		
Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Specify) <input type="checkbox"/>		
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>			
20. I CERTIFY that the above answers are accurate and complete _____ Date JULIOUS B. CERNA Signature of Employee					
21. Describe briefly the general functions of the Unit or Section. Involve in instruction, conduct research and extension and production.					
22. Describe briefly the general function of the position. Teaches undergraduate courses for BSFT students and elective/service courses for non-BSFT students.					
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: M.S. degree in the area of specialization Experience:					
23b. Licenses or certificates required to do this work, if any. None					
24. I HEREBY CERTIFY that the above answers are accurate and complete. Nov. 7, 2014 Date LORINA A. GALVEZ Signature and Title of Immediate Supervisor					
25. APPROVED _____ Date JOSE L. BACUSMO Head of Agency					