

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE CASANGCAPAN MANUEL EMBODO (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY	
4. DEPT./BRANCH/DIVISION DEPT. OF AGRICULTURAL ENGINEERING		5. WORK STATION/PLACE OF WORK VISAYAS STATE UNIVERSITY	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. VISCAD-APR201-10-2011	7a. SALARY P.A.: ₱365,688.00 7b. OTHER COMPENSATION: P 24,000.00	
8. OFFICIAL DESIGNATION OF POSITION Asst. Prof IV		9. WORKING PROPOSED TITLE Assoc. Prof. 1	
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 [] 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	
80%	1. Teaches assigned subjects and performs related functions. a. Prepare teaching materials b. Conducts examinations (quizzes and long exams) c. Checks exam. papers and records students' scores d. Computes grades and submit such to the registrar's office two weeks after the final exam 2. Member in various committees in the university 3. Participates in various co-curricular activities 4. Performs other functions assigned by the College Dean		
20%	1. Supervises the daily administrative functions of the department		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="font-size: 1.2em; margin-top: 10px;">COLLEGE DEAN</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="font-size: 1.2em; margin-top: 10px;">VICE PRES FOR ACADEMIC AFFAIRS</div>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) <div style="font-size: 1.2em; margin-top: 10px;">All faculty and staff of the department.</div>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="font-size: 1.2em; margin-top: 10px;">Computer, agricultural tractor and implements, surveying instruments, etc.</div>																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 20%; text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="width: 20%; 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; margin-top: 10px;"> <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: 20px;"> <div style="width: 45%;"> <div style="font-size: 1.2em; margin-bottom: 5px;">11 NOV 2011</div> <div style="border-top: 1px solid black; width: 100%;"></div> <div style="font-size: 0.8em;">Date</div> </div> <div style="width: 45%; text-align: right;"> <div style="font-size: 1.2em; margin-bottom: 5px;"></div> <div style="border-top: 1px solid black; width: 100%;"></div> <div style="font-size: 0.8em;">Signature of Employee</div> </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <div style="font-size: 1.2em; margin-top: 10px;">Offer the BS in Agricultural Engineering degree program.</div>																													
22. Describe briefly the general function of the position. <div style="font-size: 1.2em; margin-top: 10px;">Supervise the daily operations of the department.</div>																													
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.S. degree relevant to the job. Experience: 1 yr. of relevant experience; 4 hrs. of relevant training. </div>																													
23b. Licenses or certificates required to do this work, if any. <div style="font-size: 1.2em; margin-top: 10px;">PRC License 0002937</div>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <div style="border-top: 1px solid black; width: 100%;"></div> <div style="font-size: 0.8em;">Date</div> </div> <div style="width: 45%; text-align: right;"> <div style="font-size: 1.2em; margin-bottom: 5px;"></div> <div style="border-top: 1px solid black; width: 100%;"></div> <div style="font-size: 0.8em;">Signature and Title of Immediate Supervisor Dean, CoE</div> </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <div style="border-top: 1px solid black; width: 100%;"></div> <div style="font-size: 0.8em;">Date</div> </div> <div style="width: 45%; text-align: right;"> <div style="font-size: 1.2em; margin-bottom: 5px;"></div> <div style="border-top: 1px solid black; width: 100%;"></div> <div style="font-size: 0.8em;">JOSE E. BACUSMO Head of Agency</div> </div> </div>																													