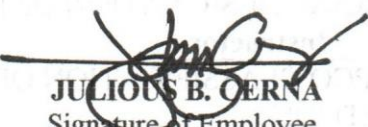
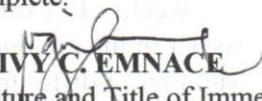
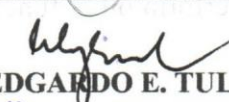


| | | | | | |
|---|--|---|-----------------|-----------------|-----------------|
| REPUBLIC OF THE PHILIPPINES | | 1. NAME OF EMPLOYEE | | | |
| BC-CSC Form No. 1 (Position Description Form) | | CERNA JULIOUS BAGARINAO (Family Name) Given Name (Middle Name) | | | |
| 2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL 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.: ₱ 247,812.00 | | | |
| ORD. NO. | ITEM NO. VISCAD-INST-1-49-2017 | 7b. OTHER COMPENSATION: PERA/ACA ₱ 24,000.00 | | | |
| 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 [] | | |
| 1 st | 2 nd | 3 rd | 4 th | 5 th | 6 th |
| [] | [] | [] | [] | [] | [] |
| 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) <p style="text-align: center;">None</p> | | | | | | | | | | | | | | | | | | | |
| 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 <table style="width: 100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><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) | <input type="checkbox"/> | <input type="checkbox"/> | 19. WORKING CONDITION Normal Working Condition <input checked="" type="checkbox"/> Field work <input type="checkbox"/> Field trips <input type="checkbox"/> Exposed to Varied Weather <input type="checkbox"/> Others (Specify) <input type="checkbox"/> |
| | 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) | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | |
| 20. I CERTIFY that the above answers are accurate and complete <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>6-DEC 16</u> Date </div> <div style="text-align: center;">  JULIUS B. OERNA Signature of Employee </div> </div> | | | | | | | | | | | | | | | | | | | |
| 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. <p style="text-align: center;">None</p> | | | | | | | | | | | | | | | | | | | |
| 24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>December 6, 2016</u> Date </div> <div style="text-align: center;">  IVY C. EMNACE Signature and Title of Immediate Supervisor </div> </div> | | | | | | | | | | | | | | | | | | | |
| 25. APPROVED <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <hr style="width: 20%;"/> Date </div> <div style="text-align: center;">  EDGARDO E. TULIN Head of Agency </div> </div> | | | | | | | | | | | | | | | | | | | |