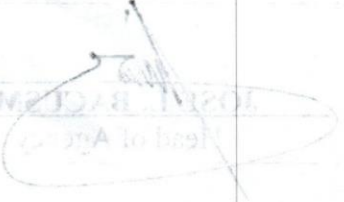


REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC Form No. 1 (Position Description Form)		CAGASAN	EDITHA G.
		(Family Name)	(Given Name) (Middle Name)
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VISAYAS STATE UNIVERSITY	
4. DEPT./BRANCH/DIVISION Department of Development Communication		5. WORK STATION/PLACE OR WORK VSU, Visca, Baybay City, Leyte	
6 a. PRES. APPRO ACT/ BOARD RES/ ORD. NO.		6B. PREV. APPRO ACT/ BOARD RES/ ITEM NO. APRO 5-13-2011	
8. OFFICIAL DESIGNATION OF POSITION Associate Professor 3		7a. SALARY, P.A.: ₱ 487,248.00	
10. WAPCO CLASSIFICATION OF THIS POSITION		7b. OTHER COMPENSATION: PERA/ACA	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNITS CLASS MUNICIPALITY [] CITY [] PROVINCE []		9. WORKING PROPOSED TITLE Associate Professor 5	
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.		11. OCCUPATION GROUP TITLE (leave blank)	
Percent of Working Time:		DUTIES	
50	1. Teach undergraduate courses in development communication		
20	2. Undertake research and extension projects/activities in support of existing programs of the university		
10	3. Advise thesis students, student interns and student organizations		
10	4. Serve as member in the different standing committees of the department and the university		
10	6. Perform administrative functions and other task assigned by the supervisors.		
100%			


Signature and Title of Immediate Supervisor

APPROVED
Date

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">Dean, College of Agriculture</p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">Vice President for Academic Affairs</p>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list																													
17. MACHINES, EQUIPMENT, TOOLTS, etc. used regularly in performance of work: Desktop Computers, TV, DVD player/recorder, digital cameras, scanners, etc.																													
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;">[]</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>Others (specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Others (specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border: none;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Field work</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other's (specify)</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[]	Field work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Other's (specify)	[]
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;"><u>Oct. 28, 2011</u> Date</p> </div> <div style="width: 45%; text-align: right;"> EDITHA G. CAGASAN Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. The Department of Development Communication offers two curricular programs: the Bachelor of Science in Development Communication with three specializations: Development Journalism, Community Broadcasting and Educational Communication Technology, and an MS degree in Development Communication (MSDC). The DDC faculty also conducts research and implements development programs/projects to strengthen its instruction function.																													
22. Describe briefly the general function of the position. The main function of an instructor at the DDC is to teach BSDC and MSDC courses (60%). Please see duties (Section 13 of this form)																													
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="display: flex;"> <div style="flex: 1;">Education: Relevant masteral degree</div> <div style="flex: 1;">Experience: 3 yrs. of relevant experience; 16 hrs. of relevant training.</div> </div>																													
23b. Licenses or certificates required to do this work, if any.																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;">_____ Date</p> </div> <div style="width: 45%; text-align: right;"> VICTOR B. ASIO Signature and Title of Immediate Supervisor </div> </div>																													
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