

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE CORTESJED ASAPHD. (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 OF WORK VSU, Visca, Baybay City, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. 6b. PREV. APPRO. ACT/ BOARD RES/ ITEM NO. 18 VISCAH-INST-48-2002		7a. SALARY P.A.: P181,428.00 7b. OTHER COMPENSATION: PERA/ACA ₱ 24,000	
8. OFFICIAL DESIGNATION OF POSITION Instructor		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 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		DUTIES	
60		1. Teach undergraduate in development communication.	
20		2. Undertake research and extension-communication activities in support of existing programs of the university.	
10		3. Advise thesis students, student interns and student organizations.	
5		4. Serve as member in the different standing committees of the department and the university.	
5		5. Perform other functions assigned by the Department Head.	
----- 100%			

28

6/11/658 12/7

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Dean, College of Agriculture and Food Science																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work: Laptop/Notebook, Desktop Computers, TV, DVD player/recorder, digital cameras, scanners, LCD, etc.																													
18. CONTRACT	19. WORKING CONDITION																												
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20. I CERTIFY that the above answers are accurate and complete.																													
_____ Date	 JED ASAPH D. CORTES Signature of Employee																												
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). It is also offers as a minor on MAgDev. The DDC faculty also conducts research and implements development programs/projects to strengthen its instruction functions.																													
22. Describe briefly the general function of the position. The main function of an instructor at the DDC is to teach BSDC courses which is 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). Education: <u>Masteral degree in the field of specialization.</u> Experience:																													
23b. Licenses or certificates required to do this work, if any.																													
24. I HEREBY CERTIFY that the above answers are accurate and complete.																													
_____ Date	 CHRISTINA A. GABRILLO Signature and Title of Immediate Supervisor																												
25. APPROVED:																													
_____ Date	 EDGARDO E. TULIN Head of Agency																												