

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE DACLAG JOCELYN GUNDAYA (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION Department of Food Science and Technology		5. WORK STATION/PLACE OF WORK Visayas State University, Baybay City	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/S ITEM NO.	7a. SALARY P.A.: 7b. OTHER COMPENSATION: P24,000	
8. OFFICIAL DESIGNATION OF POSITION Instructor I		9. WORKING PROPOSED TITLE	
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 [] <div style="display: flex; justify-content: space-around;"> 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. (f more space is needed, please attached additional sheets.			
Percent Working Time	DUTIES		
85%	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. 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 <div style="text-align: center;">Department Head</div>	15. POSITION/TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">College Dean</div>																												
16. NAME, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list only by their item nos. and titles) <div style="text-align: center;">None</div>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computer, LCD, visual aides, whiteboard pen, eraser, chalk, gradesheets, 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 <table style="width: 100%; border: none;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Field work</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Field trips</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>	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"/>
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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: 40%;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">Date</div> </div> <div style="width: 50%; text-align: right;"> JOCELYN G. DACLAG Signature of Employee </div> </div>																													
21. Describe briefly the general functions of the Unit or Section. Involve in instruction, conduct research/extension and production																													
22. Describe briefly the general function of the position. Teaches undergraduate courses for BSFT/MSFST students and service course.																													
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: Master degree holder in the area of specialization Experience: none required																													
23b. Licenses or certificates required to do this work, if any. <div style="text-align: center;">None</div>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <div style="border-bottom: 1px solid black; width: 100%; text-align: center;">6-25-2013</div> <div style="text-align: center;">Date</div> </div> <div style="width: 50%; text-align: right;"> LORINA A. GALVEZ Signature and Title of Immediate Supervisor </div> </div>																													
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