

REPUBLIC OF THE PHILIPPINES
DO-OSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT
VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

1. NAME OF EMPLOYEE

ESCASINAS (FAMILY NAME) RUTH (GIVEN NAME) OTAZA (MIDDLE NAME)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PREV. APPROP.
DASS
ACT/
BOARD RES./
ORD. NO.
ITEM NO.

6b. PREV. APPROP.
ACT/
BOARD RES./
ORD. NO.
ITEM NO.

7a. SALARY P.A.

7b. OTHER COMPENSATION

AUTHORIZED
ACTUAL ₱ 73,416

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING OR PROPOSED TITLE

Assistant Professor I

Assistant Professor I

10. LPOC CLASSIFICATION OF THIS POSITION

11. OCCUPATIONAL 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 attach additional sheets.

Percent of
Working
Time

DUTIES

70%

Teaches agronomy courses, coordinate laboratory courses and advise thesis student

20%

conduct research

10%

does extension work

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director of Instruction

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)

None

17. MACHINES, EQUIPMENT, TOOLS, ETC. used regularly in performance of work.

Audio-visual equipment, etc.

18. CONTACTS

Occasional

Frequent

General Public

Other Agencies

Supervisors

Management

Others (Specify)

19. WORKING CONDITION

Normal Working Condition

Field Work

Exposed to varied weather

Field Trips

Others (Specify)

20. I CERTIFY that the above answers are accurate and complete.

July 10, 1995
Date

Signature of ESCASINAS

21. Describe briefly the general function of the Unit or Section.

To provide instruction, research & extension services.

22. Describe briefly the general function of the position.

To provide instruction in agronomy courses.

23. 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:

MS degree with specific area of specialization plus other
QS of the College.

Experience:

24. Licenses or certificates required to do the work, if any.

none

24. I hereby certify that the above answers are accurate and complete.

July 10, 1995
Date

Signature of P. PASCUAL
Immediate Supervisor

25. APPROVED:

Date

SAMUEL S. CO
Head of Agency