

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE ESCASINAS RUTH OTAZA (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE VSU	
4. DEPT./BRANCH/DIVISION Dept. of Agronomy		5. WORK STATION/PLACE OF WORK VSU	
6a. PRES. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. 6b. PREV. APPRO. ACT/BOARD RES/ORD. NO. ITEM NO. VISCAP-APPROV-3-2015		7a. SALARY P.A.: ₱52,765.00 7b. OTHER COMPENSATION: ₱24.00 -	
8. OFFICIAL DESIGNATION OF POSITION Associate Professor 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 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:			
D U T I E S			
70% To teach and advise undergraduate and graduate students in the field of specialization.			
25% To conduct research, do extension and production activities			
5% To do other duties that may be assigned by the immediate supervisor.			

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14. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;"><i>Department Head</i></div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;"><i>College Dean</i></div>																		
16. NAMES, 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;"><i>Rongie B. Sevilla - Admin Asst - TAO Proj. / Students</i></div>																			
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <div style="text-align: center;"><i>laptop, LCD, chalkboard</i></div>																			
18. CONTRACT <table style="width: 100%;"> <tr> <td></td> <td style="text-align: center;"><u>Occasional</u></td> <td style="text-align: center;"><u>Frequent</u></td> </tr> <tr> <td>General Public</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[X]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </table>		<u>Occasional</u>	<u>Frequent</u>	General Public	[X]	[]	Other Agencies	[X]	[]	Supervisors	[]	[X]	Management	[X]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION Normal Working Condition [X] Field Work [] Field Trips [] Exposed to Varied Weather [] Others (Specify) []
	<u>Occasional</u>	<u>Frequent</u>																	
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Other Agencies	[X]	[]																	
Supervisors	[]	[X]																	
Management	[X]	[]																	
Other (Specify)	[]	[]																	
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <i>March 26, 2015</i> Date </div> <div style="text-align: center;"> <i>[Signature]</i> Signature of Employee </div> </div>																			
21. Describe briefly the general function of the Unit or Section. <i>To provide instruction, research, extension & production activities in the field of Agronomy.</i>																			
22. Describe briefly the general function of the position. <i>To teach undergraduate & graduate courses in Agronomy, advise their students, conduct research, extension and production activities.</i>																			
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: <i>Relevant Masteral degree</i> Experience: <i>2 years of relevant experience, 8 hrs of relevant training</i>																			
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="text-align: center;"> <i>March 26, 2015</i> Date </div> <div style="text-align: center;"> <i>[Signature]</i> BERTA C. RATILUA, Ph.D. Signature and Title of Immediate Supervisor </div> </div>																			
25. APPROVED: <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> Date </div> <div style="text-align: center;"> <i>[Signature]</i> JOSE L. BACUSMO Head of Agency </div> </div>																			