

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(Position Description Form)

1. NAME OF EMPLOYEE

ESCASINAS RUTH O

(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT
Visayas State College of Agriculture

2. BUREAU OR OFFICE

SUC

3. DEPT./BRANCH/DIVISION

Dept. of Agronomy & Soil Science

5. WORK STATION//PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP.

6b. PREV. APPRO.

7a. SALARY P.A.

7b. OTHER COMPENSATION

ACT/

ACT/

BOARD RES/

BOARD RES/

ORD. NO.

ORD. NO.

ITEM NO. LS

ITEM NO.

P92,844.00

8. OFFICIAL DESIGNATION OF POSITION

Assistant Professor I

9. WORKING PROPOSED TITLE

Assistant Professor I

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 attach additional sheets.

Percent of
Working Time

D U T I E S

70%

Teaches Agronomy courses, coordinate laboratory courses and
advise thesis student

20%

conduct researches

10%

does extension work

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Department Head 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.
visual aids, etc.

18. CONTACT

	Occasional	Frequent
General Public	X	
Other Agencies	X	
Supervisors		X
Management		X
Others (Specify)		

19. WORKING CONDITION

Normal Working Condition	X
Field Work	
Field Trips	
Exposed to Varied Weather	
Others (Specify)	

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

July 23, 1996

Date

RUTH O. ESCASINAS

Signature of Employee

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.

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: Masteral degree in the area of specialization plus other requirements of the College.

Experience: 2 years relevant experience & 8 hours of relevant training.

23b. Licenses or certificates required to do this work, if any.

None

24. I HEREBY CERTIFY that the above answers are accurate and complete.

July 26, 1996

Date

PEDRO P. PASCUAL

Signature and Title of Immediate Supervisor

25. APPROVED:

SAMUEL S. GO

Date

Head of Agency