REPUBLIC OF THE PHILIPPINES 1. NAME OF EMPLOYEE BC-CSC Form No. 1 LORETO MANOLO, JR. (POSITION DESCRIPTION FORM) (GIVEN NAME) DEPARTMENT, CORPORATION OR AGENCY/ 3. BUREAU OR OFFICE LOCAL GOVERNMENT VISAYAS STATE COLLEGE OF AGRICULTURE 4. DEPT. BRANCH DIVISION 5. WORK STATION/PLACE OF WORK DAEAM Baybay, Leyte 6a. PRES. APPROP. : 6b. PREV. APPROP 7a. SALARY P.A. : 7b. OTHER COMPENSATION ACT BP Blg. 640 ACT BOARD RES. BOARD RES./ AUTHORIZED ORD. NO. ORD. No. ACTUAL ITEM NO Jamp P23,892.00 COLA ITEM NO. OFFICIAL DESIGNATION OF POSITION 9. WORKING OR PROPOSED Instructor Instructor WAPCO CLASSIFICATION OF THIS POSITION :11. OCCUPATIONAL GROUP TITLE (leave blank) FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY CITY PROVINCE 5th STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets. Percent of: Working : telebosoo acytembe to brist bas stroy of the lise things forther tell so address of ill be g up a vacancy for this continue (deep the position in hind rather than lago lis not belift of blance most aldi desdenont depart and to entirelations To provide instruction in Ag. Engineering courses; 80% 20% To do research and extension services.

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14. POSITION TITLE OF INTEDIATE SUPERVISOR	.IJ. POSITION TIPLE OF NEXT HIGHER SUPERVISOR
Head, DAEAM	Director of Instruction
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17. MACHINES, EQUIPMENT, TOOLS, etc. used regu	Larly in performance of work.
Calculator, books, and	other instruction al equipment
18. CONTACTS	:19. WORKING CONDITION
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General Public	Normal Working Condition
Other Agencies : : : : : : : : : : : : : : : : : : :	Field Work Field Trips
Management 3 : 3 :	Exposed to varied Weather
Others (Specify) : :	Others (Specify)
20. I CERTIFY that the above answers are accur	ate and complete.
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July 24, 1986	MANDIO R. LORETO TR.
Annual Annual Control of the Control	Signature of Employee
21. Describe briefly the general function of t	he Unit or Section.
PROVINCE COLUMN	TITO
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