

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE MANGAOANG YOLANDA DELA CRUZ <small>(Family Name) (Given Name) (Middle Name)</small>											
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State University, Baybay City, Leyte		3. BUREAU OR OFFICE Dept. of Pest Management											
4. DEPT./BRANCH/DIVISION Dept. of Pest Management		5. WORK STATION/PLACE OF WORK											
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		7a. SALARY P.A.: 33,720.00 7b. OTHER COMPENSATION: P 24,000.00											
6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. APR02-12-2011		9. WORKING PROPOSED TITLE											
8. OFFICIAL DESIGNATION OF POSITION Associate Professor II		11. OCCUPATION GROUP TITLE <small>(leave blank)</small>											
10. WAPCO CLASSIFICATION OF THIS POSITION <small>DRAGONER . C . SCHOLAR</small>		11. OCCUPATION GROUP TITLE <small>(leave blank)</small>											
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [] PROVINCE [] <div style="display: flex; justify-content: space-around;"> <div>1st []</div> <div>2nd []</div> <div>3rd []</div> <div>4th []</div> <div>5th []</div> <div>6th []</div> </div>													
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.													
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Percent of Working Time:</td> <td style="text-align: center;">D U T I E S</td> </tr> <tr> <td style="vertical-align: top;">50%</td> <td style="vertical-align: top;">Teaches Plant Pathology, Plant Protection and Microbiology courses;</td> </tr> <tr> <td style="vertical-align: top;">25%</td> <td style="vertical-align: top;">Performs extension activities such as mushroom training & exhibits and mushroom spawn production; and acts as subject matter specialist in Mycology at the department Pest Clinic;</td> </tr> <tr> <td style="vertical-align: top;">25%</td> <td style="vertical-align: top;">Performs other assigned tasks such as advising major students and acting as chairman and member of different committees in the department.</td> </tr> <tr> <td style="vertical-align: top;">100%</td> <td></td> </tr> </table>				Percent of Working Time:	D U T I E S	50%	Teaches Plant Pathology, Plant Protection and Microbiology courses;	25%	Performs extension activities such as mushroom training & exhibits and mushroom spawn production; and acts as subject matter specialist in Mycology at the department Pest Clinic;	25%	Performs other assigned tasks such as advising major students and acting as chairman and member of different committees in the department.	100%	
Percent of Working Time:	D U T I E S												
50%	Teaches Plant Pathology, Plant Protection and Microbiology courses;												
25%	Performs extension activities such as mushroom training & exhibits and mushroom spawn production; and acts as subject matter specialist in Mycology at the department Pest Clinic;												
25%	Performs other assigned tasks such as advising major students and acting as chairman and member of different committees in the department.												
100%													

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">Department Head</p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">College Dean</p>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) 																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p style="text-align: center;">Microscopes, Balance, Calculator & etc.</p>																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> </thead> <tbody> <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;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</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> </tbody> </table>		Occasional	Frequent	General Public	[X]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[X]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[X]	Field Work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
	Occasional	Frequent																											
General Public	[X]	[]																											
Other Agencies	[]	[]																											
Supervisors	[]	[]																											
Management	[]	[]																											
Other (Specify)	[]	[]																											
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. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="text-align: center;"><i>YOLANDA C. MANGAOANG</i> YOLANDA C. MANGAOANG Signature of Employee</p> </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <p style="text-align: center;">Provide instruction, research and extension services</p>																													
22. Describe briefly the general function of the position. 																													
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). <p>Education: Relevant masteral degree</p> <p>Experience: 2 years in service</p>																													
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; margin-top: 20px;"> <div style="width: 45%;"> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="text-align: center;"><i>JESUSITO L. LIM</i> JESUSITO L. LIM, Department Head Signature and Title of Immediate Supervisor</p> </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p style="text-align: center;">Date</p> </div> <div style="width: 45%; text-align: right;"> <p style="text-align: center;"><i>JOSE L. BACUSMO</i> JOSE L. BACUSMO Head of Agency</p> </div> </div>																													