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REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE MANGAOANG YOLANDA C. (Family Name) (Given Name) (Middle Name)											
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State College of Agriculture		3. BUREAU OR OFFICE SUC											
4. DEPT./BRANCH/DIVISION Dept. of Plant Protection		5. WORK STATION/PLACE OF WORK Baybay, Leyte											
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. VISCAB INST3-5	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: P87,756.00 7b. OTHER COMPENSATION:											
8. OFFICIAL DESIGNATION OF POSITION Instructor III		9. WORKING PROPOSED TITLE Instructor III											
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.													
<table style="width:100%; border-collapse: collapse;"> <tr> <th style="width: 15%;">Percent of Working Time</th> <th style="width: 85%;">DUTIES</th> </tr> <tr> <td style="text-align: center;">70%</td> <td>Teaches Plant Pathology, Microbiology, & Biology courses;</td> </tr> <tr> <td style="text-align: center;">15%</td> <td>Conducts research;</td> </tr> <tr> <td style="text-align: center;">10%</td> <td>Does extension work as subject matter specialist in the Plant Pest Clinic;</td> </tr> <tr> <td style="text-align: center;">5%</td> <td>Does other duties assigned to her by her supervisor.</td> </tr> </table>				Percent of Working Time	DUTIES	70%	Teaches Plant Pathology, Microbiology, & Biology courses;	15%	Conducts research;	10%	Does extension work as subject matter specialist in the Plant Pest Clinic;	5%	Does other duties assigned to her by her supervisor.
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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. Calculator, Petri-plates, Beaker, Slides, Microscope etc.																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">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;">[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;">[]</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[x]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[X]	[]	Other Agencies	[x]	[]	Supervisors	[]	[x]	Management	[]	[x]	Other (Specify)	[x]	[]	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)	[]
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20. I CERTIFY that the above answers are accurate and complete. <u>12-19-96</u> Date Signature of Employee																													
21. Describe briefly the general function of the Unit or Section. To provide instruction, research & extension activities.																													
22. Describe briefly the general function of the position. To provide instruction in biology 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: Bachelor's degree in the area of specialization plus other requirements per QS of the College. Experience: 1 year relevant experience & 4 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. <u> </u> Date RODOLFO A. PANINGBATAN, Ph.D. Signature and Title of Immediate Supervisor																													
25. APPROVED: <u> </u> Date SAMUEL S. GO, Ph.D. Head of Agency																													