

REPUBLIC OF THE PHILIPPINES
BC-337 Form No. 1

1. NAME OF EMPLOYEE

(POSITION DESCRIPTION FORM)

ESGASINAS (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

3. BUREAU OR OFFICE

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

DASS, VISCA

Baybay, Leyte

6a. PRES. APPROP. : 6b. PREV. APPROP.

7a. SALARY P.A.

7b. OTHER COMPEN-

ACT/

ACT/

AUTHORIZED

SATION

BOARD RA/6831:

BOARD RES/

ACTUAL

ORD. NO.

ORD. NO.

:

ITEM NO.

ITEM NO.

:

P42,480.00

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING PROPOSED TITLE

Instructor I

Instructor I

10. WAPOO CLASSIFICATION OF THIS POSITION

11. OCCUPATION GROUP TITLE

(leave blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS

MUNICIPALITY ☐

CITY ☐

PROVING ☐

1st

2nd

3rd

4th

5th

6th

:

:

:

:

:

:

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of: DUTIES ---

Working :

Time :

70%

1. Teaching agronomy courses.

20%

2. Conducts researches in agronomy.

10%

3. Do extension activities.

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.

13. CONTACT

Occasional.

Frequent

19. WORKING CONDITION

General Public

Other Agencies

Supervisors

Management

Others (specify)

Normal Working Condition

Field Work

Field Trips

Exposed to varied Weather

Others (Specify)

I CERTIFY that the above answers are accurate and complete.

June 15, 1992

Date _____

R. lucasiana

~~RUTH O. ESCASINAS~~
Signature of Employee

Signature of Employee

21. Describe briefly the general function of the Unit or Section.

To provide instruction, research and extension services.

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).

Education:

Experience:

BS degree with specific area of specialization plus
other requirements per QS of the College

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

None

24. I hereby certify that the above answers are accurate and complete.

Date _____

~~ANGELA S. ALMENDRAS - Dept. Head~~
Signature and title of immediate supervisor

25. APPROVED:

Date _____

M. R. VILLANUEVA

M. R. VILLANUE
HEAD OF AGENCY

Aug. sept 6-8-92