

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

1. NAME OF EMPLOYEE

RAMOS ARSENIO DECOY
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

Visayas State College of Agriculture

3. BUREAU OR OFFICE

DEPT. OF HORTICULTURE, LSU, Visca

4. DEPT./BRANCH/DIVISION

Horticulture

5. WORK STATION/PLACE OF WORK

Horticulture

6a. PRES. APPRO.
ACT/
BOARD RES/
ORD. NO.
ITEM NO.

6b. PREV. APPRO
ACT/
BOARD RES/
ORD. NO.
ITEM NO.

~~VISCAAB-INST3-1-98~~

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7a. SALARY P.A.:
(150,552.00)

7b. OTHER COMPENSATION: ACA ~~76,000/an~~
PERA ~~76,000/an~~

8. OFFICIAL DESIGNATION OF POSITION

Instructor III

9. WORKING PROPOSED TITLE

Instructor III

10. WAPCO CLASSIFICATION OF THIS POSITION

Instructor III

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.

Percent of Working Time : DUTIES

90%

Teaching

Teaches Hort 142 Lec and Lab.

Hort 22 Lab

Hort 195

Hort 200

Hort 121

Hort 44 Lec and Lab

10%

Extension

Project In-charge CCA Project

Dept. Extension Coordinator

Subject Matter Specialist on Coffee

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Dr. Misael T. Diputado, Jr./Dept. Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director, ODI

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)

Dominador Jimenez

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

18. CONTRACT

Occasional Frequent

General Public	[x]	[]
Other Agencies	[]	[]
Supervisors	[]	[]
Management	[x]	[]
Other (Specify)	[]	[x]

Students

19. WORKING CONDITION

Normal Working Condition [x]
Field Work [x]
Field Trips []
Exposed to Varied Weather [x]
Others (Specify) []

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

Sept 27, 2007

Date

ARSENIO D. RAMOS

Signature of Employee

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

Teaching Horticulture subjects and do research and extension work on Horticultural crops.

22. Describe briefly the general function of the position.

Teaching

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: BS Graduate with area of specialization

Experience: none required

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

n/a

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

Date

MISAEL T. DIPUTADO, JR.
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

PACIENCIA P. MILAN
Head of Agency