

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

1. NAME OF EMPLOYEE
SALAS ROSARIO ALGODON
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL
GOVERNMENT

3. BUREAU OR OFFICE

VisCA

Visayas State College of Agriculture

4. DEPT./BRANCH/DIVISION

Horticulture

5. WORK STATION/PLACE OF WORK

Horticulture-VisCA

6a. PRES. APPRO.

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

6b. PREV. APPRO

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

7a. SALARY P.A.:

7b. OTHER COMPENSATION:

ACA & PERA: ₱1,000.00

8. OFFICIAL DESIGNATION OF POSITION

Instructor II

9. WORKING PROPOSED TITLE

Instructor II

10. WAPCO CLASSIFICATION OF THIS POSITION

Instructor II

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

60%

Teaching:

Hort 141 - Lecture and Lab.

Hort 195 -

Hort 22 - Laboratory

Hort 110 - Laboratory

25%

Research:

Do research work on vegetables

15%

Extension:

Serves as resource person on vegetable production

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head/Assoc. Professor

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)

Res. Assistant, laborers

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
chalk, blackboard, computer, pnes, overhead projevtor, slides, etc.

18. CONTRACT

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

19. WORKING CONDITION

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.

Du. 16/1999
Date

ROSARIO A. SALAS
Signature of Employee

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

Teaching horticulture subjects and do research work on horticultural crops

22. Describe briefly the general function of the position.

Teaches horticulture subject, do research work on vegetable crops and do extension works.

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).

Inst. II

Education: Bachelor's degree in the area of specialization

Experience: none

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

none

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

Du. 17, 1999
Date

MISAE L. T. DIPUTADO, JR.
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

PACIFICIA P. MILAN

Head of Agency