

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

Agricultural Economics & Agribusiness

5a. PRES. APPROP. : 5b. PREV. APPROP.

ACT/E.O. 87 : ACT/BP Blg. 879

BOARD RES./ : BOARD RES./

ORD. NO. : ORD. NO.

ITEM NO. : ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Labour

Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

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 attach additional sheets.

Percent of: DUTIES ---

Working :

Time :

85%

1. Teaches Gen. Economics, Agrarian Reform and ^{the} ~~Production~~ ^{Management} and Farm management courses.

5%

2. Works with this staff in the dept. in performing extension activities.

5%

3. Prepares research proposals.

5%

4. Performs other responsibilities that may be assigned by the Dept. Head.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Instructor
Department Head

Asst. Dir.
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).

Robert C. Gaan - Chalky Teacher

Henry Van - Project Leader None

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

Hammer, chain saw, hole *hoops* *shad drive*

blade *Chisel* *Spade* *drill pan*

18. CONTACTS : 19. WORKING CONDITION

	Occasional	Frequent
General Public	:	:
Other Agencies	:	:
Supervisors	:	:
Management	:	:
Others (Specify)	:	:

Normal Working Condition	:	:
Field Work	:	:
Field Trips	:	:
Exposed to varied Weather	:	:
Others (Specify)	:	:

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

Date

Guaranteed
Signature of Employee

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

Involvement in Instruction, Conduct Research & Extension

To provide instruction, research and extension services.

22. Describe briefly the general function of the position.

Labour

To teach Gen. Econ; Taxation & Agrarian Reform; to conduct research

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:

Labour

Experience: *BS Degree with specific area of specialization*

plus other requirements per CS of the College

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

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

None required

6-05-87

Date

W. P. V. V. V.
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

W. P. V. V. V.
Head of Agency