

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; margin-top: 5px;"> SALAS ROSARIO ALGODON </div> <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 5px;"> (Family Name) (Given Name) (Middle Name) </div>	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State College of Agriculture		2. BUREAU OR OFFICE SU2	
3. DEPT./BRANCH/DIVISION Horticulture		5. WORK STATION//PLACE OF WORK Baybay, Leyte	
6a. PRES. APPROP.. ACT/ BOARD RES/ ORD. NO. ITEM NO. 15	6b. PREV. APPRO.. ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A. ₱50,880.00	7b. OTHER COMPENSATION ACA/pERA
8. OFFICIAL DESIGNATION OF POSITION Instructor I		9. WORKING PROPOSED TITLE Instructor I	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-around; margin-top: 10px;"> MUNICIPALITY [] CITY [] PROVINCE [] </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div>			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Percent of Working Time	D U T I E S		
70%	<u>Instruction</u> 1. Teaches subjects in Horticulture.		
20%	<u>Research and Extension</u> 2. Do some research in the field of Horticulture. 3. Help prepare brochures.		
10%	<u>Others</u> 1. Act as Dept. Petty Cashier and Dept. Treasurer.		

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.

Chalk, chalkboard, overhead projector, books, manuals, etc.

18. CONTACT

19. WORKING CONDITION

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

	X
Normal Working Condition	
Field Work	
Field Trips	
Exposed to Varied Weather	
Others (Specify)	

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

Nov. 4, 1994

Date

ROSARIO A. SALAS

Signature of Employee

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

To provide instruction, research & extension services.

22. Describe briefly the general function of the position.

To provide instruction in Horticulture 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: BS degree with specific area of specialization plus other requirements per QS of the College.

Experience: one

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

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

SAMUEL S. GO - President

Head of Agency