

REPUBLIC OF THE PHILIPPINES

BC-CSS Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

DPP, VISCA

6a. PRES. APPROP. : 6b. PREV. APPROP.
ACT/ RA 6831 : ACT/
BOARD RES/ : BOARD RES/
ORD. NO. : ORD. NO.
ITEM NO. LS : ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Instructor II

10. WAPO CLASSIFICATION OF THE POSITION

1. NAME OF EMPLOYEE

MANGAOANG YOLAND A DELA CRUZ
(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A.

7b. OTHER COMPEN-
SATION

AUTHORIZED

ACTUAL ₱45,600.00

9. WORKING PROPOSED TITLE

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 attach additional sheets.

Percent of: DUTIES ---

Working :
Time :

90%

1. To tech courses related to plant protection.

10%

2. To perform other functions as assigned.

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.
Microscope, testtubes, slides & other lab. apparatus.

18. CONTACT	Occasional	Frequent	19. WORKING CONDITION	
General Public	: X :	: :	Normal Working Condition	: X :
Other Agencies	: X :	: :	Field Work	: :
Supervisors	: :	: X :	Field Trips	: :
Management	: :	: X :	Exposed to varied Weather	: :
Others (Specify)	: :	: :	Others (Specify)	: :

I CERTIFY that the above answers are accurate and complete.

Yolanda C Mangaoang
YOLANDA D. MANGAOANG
Date
Signature of Employee

21. Describe briefly the general function of the Unit or Section.
To provide instruction, research and extension services in the field of Plant Protection.

22. Describe briefly the general function of the position.
To provide instruction in plant pathology courses, conducts researches.

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
Experience: 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.

Janu 23, 1992
Date

RUBEN M. GAPASIN - Dept. Head
Signature and Title of Immediate Supervisor

25. APPROVED:

M. R. Villanueva
M. R. VILLANUEVA
Date
Head of Agency