

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

2. BUREAU OR OFFICE

VisCA

3. DEPT./BRANCH/DIVISION

Horticulture

5. WORK STATION//PLACE OF WORK

6a. PRES. APPROP.

ACT/

BOARD RES/

ORD. NO.

ITEM NO. Lump Sum

6b. PREV. APPRO.

ACT/

BOARD RES/

ORD. NO.

ITEM NO. Lump Sum

7a. SALARY P.A.

7b. OTHER COMPENSATION

₱78,816.00

PERA:

ACA :

8. OFFICIAL DESIGNATION OF POSITION

Instructor I

9. WORKING PROPOSED TITLE

Instructor I

10. WAPCO CLASSIFICATION OF THIS POSITION

Instructor I

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
Working Time

D U T I E S

60%

Teaches Horticulture subjects:

a. Hort.22

b. Hort. 121

c. Hort. 112

d. Hort 143

e. Hort. 195

30%

Handle Collect projects and research work in plantation crops.

10%

Others:

Do some tasks that maybe given from time to time.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Assoc. Professor/Department Head ODI Director

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

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.,
chalk, blackboard, computer, calculator, projector, budding knife, etc.

18. CONTACT

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

19. WORKING CONDITION

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

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

March 15, 1996
Date

Arsenio D. Ramos
ARSENIO D. RAMOS
Signature of Employee

21. Describe briefly the general function of the Unit or Section.
Teaches subjects in Horticulture subjects, do research and extension work, handle department and college projects.

22. Describe briefly the general function of the position.
Teaching, research and extension.

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: BSA graduate with area of specialization and other requirements per QS of the college.
Experience: none required.

23b. Licenses or certificates required to do this work, if any.
none

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

25. APPROVED:

Date

Misael T. Diputado Jr.
MISAEAL T. DIPUTADO JR.
Signature and Title of Immediate Supervisor

Date

Samuel S. Go
SAMUEL S. GO
Head of Agency