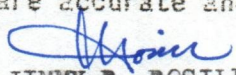
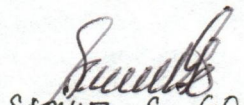


REPUBLIC OF THE PHILIPPINES EC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE CASANGCAPAN MANUEL EMBODO (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State College of Agriculture		3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		7a. SALARY P.A.: 7b. OTHER COMPENSATION:	
6b. PREV. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.			
8. OFFICIAL DESIGNATION OF POSITION Assistant Professor		9. WORKING PROPOSED TITLE Assistant Professor	
10. WAPCO CLASSIFICATION OF THIS POSITION		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% : Teaches Ag. Engineering courses and Mathematics			
10% : As extension coordinator of DAEAM			
10% : Other duties assigned by the Department Head/Supervisor.			
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR PROFESSOR	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR DIRECTOR																												
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. Computer, calculator, typewriter, etc.																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Field work</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[]	Field work	[]	Field Trips	[]	Exposed to Varied Weather	[]	Others (Specify)	[]
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20. I CERTIFY that the above answers are accurate and complete. <u>August 19, 1997</u> Date  MANUEL B. CASANGCAPAN Signature of Employee																													
21. Describe briefly the general function of the Unit or Section. To conduct research, extension and instruction.																													
22. Describe briefly the general function of the position. To conduct instruction, 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: MS Engineering Experience:																													
23b. Licenses or certificates required to do this work, if any. none																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <u>August 20, 1997</u> Date  JIMMY R. ROSILLO Signature and Title of Immediate Supervisor																													
25. APPROVED: <u> </u> Date  SAMUEL S. GO Head of Agency																													