

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

CASANGCARAN (FAMILY NAME) MANUEL (GIVEN NAME) (MIDDLE NAME)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

3. BUREAU OR OFFICE

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

5. WORK STATION/PLACE OF WORK

DEPT. OF AGRICULTURAL ENGINEERING &
APPLIED MATHEMATICS

Baybay, Leyte

6a. PRES. APPROP.

6b. PREV. APPROP.

7a. SALARY P.A.

7b. OTHER COMPENSATION

ACT/ BP Blg 131

ACT/

:

BOARD RES./

BOARD RES./

:

ORD. NO.

ORD. NO.

:

ITEM NO. 113(1s)

ITEM NO.

:

AUTHORIZED P15,264.00

ACTUAL P15,264.00

cCLA

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING OR PROPOSED TITLE

Instructor I

Instructor I

10. WAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATIONAL 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

65% : Teaches Mathematics, Physics and Agricultural Engineering courses.

25% : Conducts/participates in projected researches that the Department
has programmed for 1983-1984.

10% : Assists in all extension services/activities of the Department.

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.

Transit, surveyor's level, tape pens, record book, technical references, chalk, board etc.
Teaching aids, office and research tools

18. CONTACTS

Occasional

Frequent

General Public

:x:

:x:

Other Agencies

:x:

:x:

Supervisors

:x:

:x:

Management

:x:

:x:

Others (Specify) students

:x:

:x:

19. WORKING CONDITION

Normal Working Condition

:x:

Field Work

:x:

Field Trips

:x:

Exposed to varied Weather

:x:

Others (Specify)

:x:

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

3.31.83

Date

Margarito C. Escalante

MARGARITO C. ESCALANTE
Signature of Employee

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

Provide instruction in Math, Physics, and Agricultural Engineering subjects;
Conduct researches

22. Describe briefly the general function of the position.

Teach basic Mathematics and conduct 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 positions other than teaching).

Education: BS degree w/ specific area of specialization
Experience: plus other qualification per QS 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.

5.31.83

Date

MARGARITO C. ESCALANTE, PhD - Dept. Head

Signature and Title of Immediate Supervisor

25. APPROVED:

5.31.83

Date

F. A. BERNARD
Head of Agency