

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE
Salas Rosario A
(FAMILY NAME) (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

DOH, VISCA

Baybay, Leyte

6a. PRES. APPROP.

6b. PREV. APPROP.

7a. SALARY P.A.

7b. OTHER COMPENSATION

ACT/RA 6831

ACT/

BOARD RES./

BOARD RES./

ORD. NO.

ORD. NO.

ITEM NO. LS

ITEM NO.

AUTHORIZED

ACTUAL ₱42,480.00

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:
Working :
Time :

50% : Teach courses in Horticulture
20% : Conduct researches in Vegetables and other horticultural crops
15% : Handle vegetable projects of the department
5% : In-charge of Petty cash
5% : Advise students in the Dept.
5% : Other assignments.

13
38

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

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.

18. CONTACTS ~~chalkboard, chalk, eraser, typewriter, overhead projector, slides, balance, etc.~~ : 19. WORKING CONDITION

	Occasional	Frequent	:	
General Public	:	:	:	Normal Working Condition
Other Agencies	:	:	:	Field Work
Supervisors	:	:	:	Field Trips
Management	:	:	:	Exposed to varied Weather
Others (specify)	:	:	:	Others (Specify)

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

June 11, 1992
Date

Rosario A. Salar
Signature of Employee

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

To provide instruction, research, and extension services.

22. Describe briefly the general function of the position.

Teaches courses in Horticulture, conducts researches and extend technologies on horticultural crop production and management.

23. 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:

Experience:

BS degree with specific area of specialization plus 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.

Date

CASIMIRO D. CASCALLAS
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

M. R. Villanueva
Head of Agency

Orig appt 6-2-92