

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(Position Description Form)

1. NAME OF EMPLOYEE

MANGAOANG YOLANDA DELA CRUZ
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

LEYTE STATE UNIVERSITY
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.

VISCAB-AP2-3-1998

6b. PREV. APPRO

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

7a. SALARY P.A.: P 169,176.00

7b. OTHER COMPENSATION: PERA/ACA

8. OFFICIAL DESIGNATION OF POSITION

Assistant Professor 11

9. WORKING PROPOSED TITLE

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

85%

Teaches Plant Pathology, Microbiology and Plant Protection courses and advises undergraduate thesis students;

10%

Conducts research activities on biological control of root crop pathogens and in vitro selection for rice blast resistance;

2%

Acts as Subject Matter Specialist in the department's pest clinic;

3%

Performs other functions as chairman and/or member of the different committees in the department.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
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)

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.
typewriter, puncher, stapler, ruler, scissor, ballpen & etc.

18. CONTRACT

	Occasional	Frequent
General Public	[]	[]
Other Agencies	[]	[]
Supervisors	[x]	[]
Management	[]	[]
Other (Specify)	[]	[]

19. WORKING CONDITION

Normal Working Condition	[x]
Field Work	[]
Field Trips	[]
Exposed to Varied Weather	[]
Others (Specify)	[]

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

9 Nov 2001

Date

YOLANDA C. MANGAOANG

Signature of Employee

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

To provide instruction, research & extension services of the University.

22. Describe briefly the general function of the position.

To provide instruction in the department of Plant Protection.

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: Relevant masteral degree

Experience: 2 years of relevant experience; 8 hours of relevant training.

23b. Licenses or certificates required to do this work, if any.

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

Date

BIMBO T. MANDRAS, Ph.D. - Dept. Head
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

PACIENCIA P. MILAN, Ph.D. - President
Head of Agency