

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

DOH, VisCA

6a. PRES. APPROP. ACT/ RA 7845
BOARD RES/ ORD. NO.
ITEM NO. Lump sum

6b. PREV. APPROP. ACT/
BOARD RES/ ORD. NO.
ITEM NO. Lump sum

7a. SALARY P.A. 7b. OTHER COMPENSATION

₱62,880.00

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

70%

Teaches Horticulture subjects:

1. Hort. 22
2. Hort. 112
3. Hort. 143
4. Hort. 121

20%

Do some research works on plantation crops.

10%

Others such as:

1. Dept. Tree planting coordinator
2. Dept. Secretary

61
14. POSITION TITLE OF IMMEDIATE SUPERVISOR 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Department Head

Director, ODI

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

Laborers

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

computer, calculator, chalk, visual aids, etc.

18. CONTACT

19. WORKING CONDITION

General Public

Occasional

Frequent

Normal Working Condition

Other Agencies

X

Field Work

X

Supervisors

X

Field Trips

X

Management

X

Exposed to Varied Weather

Others (Specify)

X

Others (Specify)

Students

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

February 7, 1995

ARSENIO D. RAMOS

Date

Signature of Employee

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

Teaching, research and extension

22. Describe briefly the general function of the position.

Teaching Horticulture subjects.

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: BS degree plus other requirements per QS of the college.

Experience: none

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

none required

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

February 7, 1995

MISAEEL T. DIPUTADO, JR.

Date

Signature and Title of Immediate Supervisor

25. APPROVED:

SAMUEL S. GO

Date

Head of Agency