

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1
(Position Description Form)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT
VISAYAS STATE UNIVERSITY

4. DEPT./BRANCH/DIVISION
DEPARTMENT OF PEST MANAGEMENT

6a. PRES. APPRO.
ACT/
BOARD RES/
ORD. NO.

6b. PREV. APPRO
ACT/
BOARD RES/
ITEM NO. VISCAB-AP4-7-1998

9. OFFICIAL DESIGNATION OF POSITION
Associate Professor 1

10. WAPCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

MANGAOANG

YOLANDA

DELA CRUZ

(Family Name)

(Given Name)

(Middle Name)

3. BUREAU OR OFFICE

VSU

5. WORK STATION/PLACE OF WORK

VSU

7a. SALARY P.A.: P 284,436.00

7b. OTHER COMPENSATION PERA/ACA P 24,000.00

AP4-7-1998

9. WORKING PROPOSED TITLE

11. OCCUPATION GROUP TITLE

(leave blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS
MUNICIPALITY [] CITY [] PROVINCE []

1st

2nd

4th

5th

6th

[]

[]

[]

[]

[]

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please
attach additional sheets.

Percent of

Working Time:

DUTIES

50%

Teaches courses in Plant Pathology, Plant Protection, Microbiology
and Mycology;

30%

(Conducts seminar/training/demonstration on mushroom production

(Maintains stock culture collection of plant pathogens and produces
mushroom spawn for distribution to interested clientele;

10%

Performs pest diagnosis of problems of farmers, researchers and
private growers;

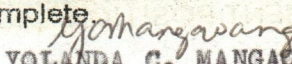
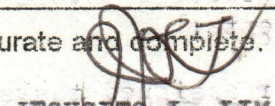
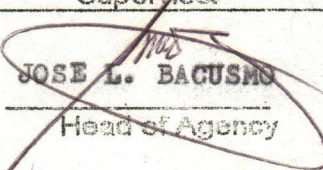
5%

Advises undergraduate thesis students and academic undergraduate and
graduate students;

5%

Performs other assigned tasks as department secretary and committee
memberships.

100%

| 14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head | 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR College Dean | | | | | | | | | | | | | | | | | | |
|--|---|------------|----------|----------------|-----|-----|----------------|-----|-----|-------------|-----|-----|------------|-----|-----|------------------|-----|-----|---|
| 16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (7) list <small>only by their item nos. and titles)</small> NA | | | | | | | | | | | | | | | | | | | |
| 17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Computer, Microscopes, Etc. | | | | | | | | | | | | | | | | | | | |
| 18. CONTACT <table style="width: 100%;"> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> <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>Others (Specify)</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </table> | | Occasional | Frequent | General Public | [] | [] | Other Agencies | [] | [] | Supervisors | [] | [] | Management | [] | [] | Others (Specify) | [] | [] | 19. WORKING CONDITION Normal Working Condition Field work [] Field Trips [] Exposed to Varied Weather Other's (Specify) [] |
| | Occasional | Frequent | | | | | | | | | | | | | | | | | |
| General Public | [] | [] | | | | | | | | | | | | | | | | | |
| Other Agencies | [] | [] | | | | | | | | | | | | | | | | | |
| Supervisors | [] | [] | | | | | | | | | | | | | | | | | |
| Management | [] | [] | | | | | | | | | | | | | | | | | |
| Others (Specify) | [] | [] | | | | | | | | | | | | | | | | | |
| 20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>October 9, 2009</u> Date </div> <div style="width: 45%; text-align: right;">  YOLANDA C. MANGAOANG Signature of Employee </div> </div> | | | | | | | | | | | | | | | | | | | |
| 21. Describe briefly the general function of the Unit or Section. To provide instruction, research & extension services. | | | | | | | | | | | | | | | | | | | |
| 22. Describe briefly the general function of the position. Instruction. | | | | | | | | | | | | | | | | | | | |
| 23.a. 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 yrs. of relevant experience; 8 hrs. of relevant training. | | | | | | | | | | | | | | | | | | | |
| 23b. Licenses or certificates required to do this work, | | | | | | | | | | | | | | | | | | | |
| 24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>October 9, 2009</u> Date </div> <div style="width: 45%; text-align: right;">  JESUSITO L. LIM - Department Head Signature and Title of Immediate Supervisor </div> </div> | | | | | | | | | | | | | | | | | | | |
| 25. APPROVED <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> _____ Date </div> <div style="width: 45%; text-align: right;">  JOSE L. BACUSMO Head of Agency </div> </div> | | | | | | | | | | | | | | | | | | | |