

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between; margin-top: 5px;"> SALAS ROSARIO ALGODON </div> <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 2px;"> (Family Name) (Given Name) (Middle Name) </div>							
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT <div style="margin-top: 10px;">Visayas State College of Agriculture</div>		3. BUREAU OR OFFICE <div style="margin-top: 10px; text-align: center;">VisCA</div>							
4. DEPT./BRANCH/DIVISION <div style="margin-top: 5px;">Dept. of Horticulture</div>		5. WORK STATION/PLACE OF WORK <div style="margin-top: 5px; text-align: center;">Dept. of Horticulture, VisCA</div>							
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: 7b. OTHER COMPENSATION: <div style="margin-top: 10px; text-align: center;">ACA & PERA: P12,000.00</div>							
8. OFFICIAL DESIGNATION OF POSITION <div style="margin-top: 10px; text-align: center;">Instructor I</div>		9. WORKING PROPOSED TITLE <div style="margin-top: 10px; text-align: center;">Instructor I</div>							
10. WAPCO CLASSIFICATION OF THIS POSITION <div style="margin-top: 10px; text-align: center;">Instructor I</div>		11. OCCUPATION GROUP TITLE <div style="margin-top: 5px; text-align: center;">(leave blank)</div>							
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-between; margin-top: 5px;"> MUNICIPALITY [] CITY [] PROVINCE [] </div> <div style="display: flex; justify-content: space-around; margin-top: 10px; font-size: small;"> 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] </div>									
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.									
<div style="display: flex; justify-content: space-between;"> Percent of Working Time : DUTIES </div> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 15%; vertical-align: top; padding: 5px;">70%</td> <td style="padding: 5px;"> Teaching Horticulture subjects - HORT 141 Lec & Lab HORT 195 HORT 200 HORT 22 Lab HORT 110 Lab </td> </tr> <tr> <td style="vertical-align: top; padding: 5px;">20%</td> <td style="padding: 5px;"> Research - PCARR.VVG.042 - National Cooperative Testing of Vegetable Legumes ... </td> </tr> <tr> <td style="vertical-align: top; padding: 5px;">10%</td> <td style="padding: 5px;"> Other duties and responsibilities that maybe assigned from time to time by the direct supervisor (Dept. Head). </td> </tr> </table>				70%	Teaching Horticulture subjects - HORT 141 Lec & Lab HORT 195 HORT 200 HORT 22 Lab HORT 110 Lab	20%	Research - PCARR.VVG.042 - National Cooperative Testing of Vegetable Legumes ...	10%	Other duties and responsibilities that maybe assigned from time to time by the direct supervisor (Dept. Head).
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14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">Department Head</p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">ODI Director</p>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles) <p style="text-align: center;">Science Research Asst. laborers</p>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p style="text-align: center;">chalk, blackboard, class record, ballpen, calculator, overhead project/slide projector, etc.</p>																													
18. CONTRACT <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Occasional</th> <th style="text-align: center;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </tbody> </table>		Occasional	Frequent	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Management	<input type="checkbox"/>	<input type="checkbox"/>	Other (Specify)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	19. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>	Normal Working Condition	<input checked="" type="checkbox"/>	Field Work	<input checked="" type="checkbox"/>	Field Trips	<input type="checkbox"/>	Exposed to Varied Weather	<input type="checkbox"/>	Others (Specify)	<input type="checkbox"/>
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <u>9/17/97</u> Date </div> <div style="text-align: center;"> ROSARIO A. SALAS Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <p style="text-align: center;">Teaching</p>																													
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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). <div style="margin-top: 10px;"> Education: Bachelor's degree in the area of specialization Experience: none required </div>																													
23b. Licenses or certificates required to do this work, if any.																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <u>9/19/97</u> Date </div> <div style="text-align: center;"> MISAE T. DIPUTADO, JR. Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <u> </u> Date </div> <div style="text-align: center;"> SAMUEL S. CO Head of Agency </div> </div>																													