

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE ESCASINAS RUTH OTAZA (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VSU	
4. DEPT./BRANCH/DIVISION Dept. of Agronomy and Soil Science		5. WORK STATION/PLACE OF WORK VSU	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO.	7a. SALARY P.A.: ₱240,124 7b. OTHER COMPENSATION/PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION Associate Professor		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 [] 4th [] 5th [] 6th []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
Position of : Working Time :			
DUTIES			
70%	To teach and advise undergraduate and graduate students in the field of specialization,		
25%	To conduct research, do extension and production activities.		
5%	To do other duties that may be assigned by the immediate supervisor.		

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <i>Department Head</i>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <i>College Dean</i>
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16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (Print Name, Item No. 7) list only by their item nos. and titles)

students

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

18. CONTACT <table style="width: 100%;"> <tr> <td></td> <td style="text-align: center;">Occasional</td> <td style="text-align: center;">Frequent</td> </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.

Oct 9, 2009

Date

JOSE L. BACASMO

Signature of Employee

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

To provide instruction, research, extension & production activities in the field of Agronomy.

Describe briefly the general function of the position.

To teach undergraduate and graduate courses in Agronomy, advise their students conduct research, extension & production activities.

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).

PHD Education: *Relevant masteral degree*

2/8 Experience: *2 yrs. of relevant experience, 8 hrs. of relevant training.*

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

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

October 12, 2009

Date

Isabella B. Tulin
ISABELLA B. TULIN

Signature and Title of Immediate Supervisor

25. APPROVED

Date

JOSE L. BACASMO
JOSE L. BACASMO

Head of Agency