

REPUBLIC OF THE PHILIPPINES

BO-C32 Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/

LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

DOH VISCA

6a. PRES. APPROP. : 6b. PRIV. APPROP.

ACT/ RA 6831 : ACT/

BOARD RES/ : BOARD RES/

ORD. NO. : ORD. NO.

ITEM NO. LS : ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Instructor I

10. WAPOO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

SALAS ROSARIO
(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A. : 7b. OTHER COMPEN-

AUTHORIZED : SATION

ACTUAL

P42,480.00

9. WORKING PROPOSED TITLE

Instructor I

11. OCCUPATION GROUP TITLE

(leave blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS

MUNICIPALITY ☐

CITY ☐

PROVINC ☐

1st 2nd 3rd 4th 5th 6th
: : : : : :
: : : : : :

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

Percent of: DUTIES ---

Working :

Time :

60% : 1. Teaches courses in horticulture.

20% : 2. Conducts researches in vegetables and other horticultural crops.

10% : 3. Handles vegetable projects of the department.

10% : 4. Other assigned tasks.

13
43

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

Department Head

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).

None

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

Chalkboard, chalk, typewriter, slides, balance, etc.

18. CONTACT

Occasional

Frequent

General Public

Other Agencies

Supervisors

Management

Others (Specify)

19. WORKING CONDITION

Normal Working Condition

Field Work

Field Trips

Exposed to varied Weather

Others (Specify)

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

Oct. 8, 1992

Date

Rosario A. Salas
ROSARIO A. SALAS

Signature of Employee

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

To provide instruction, research, and extension services.

22. Describe briefly the general function of the position.

Teaches courses in horticulture, conducts researches & extend technologies on horticultural crop production & management.

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 w/ specific area of specialization plus

Experience:

other requirements per QS of the College

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

None

24. I hereby certify that the above answers are accurate and complete.

Oct 8/92

Date

CASIMIRO D. CARCILLAS - Dept. Head

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

Manuel K. Palomar
MANUEL K. PALOMAR
Officer-in-Charge

Renewal 11-1-92