1. NAME OF EMPLOYEE REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 RATILLA BERTA CATINGAN (POSTTION DESCRITION FORM) (FAMILY NAME) (GIVEN MANE) (MIDDLE MANE) 2. DEPARTMENT, CORPORATION OR AGENCY/ 3. BURLAU OR OFFICE LOCAL GOVERNMENT VISAYAS STATE COLLEGE OF AGRICULTURE 4. DEPT BRANCH DIVISION : 5. WORK STATION/PLACE OF WORK Baybay, Leyte : Cb. PREV. APPROD 7a. SALARY P.A. : 7b. OTHER COMPENSAT BOARD RES./ BOARD RES./ : AUTHORIZED ORD. NO. LS ORD. NO. LS ACTUAL P22,728.00: ITEM NO. OFFICIAL DESIGNATION OF POSITION : 9. WORKING OR PROPOSED TITLE Instructor Instructor 10. WAPCO CLASSIFICATION OF THIS POSITION :11. OCCUPATIONAL GROUP TITLE (leave blank) 12. FOR LOCAL GOVERNMENT POSITION, CHECK COVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY CITY : PROVINCE : 13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets. Percent of: Working : the notes and the notes and the state of the 1. Handles lecture and laboratory classes in agronomy; : 2. Confucts PCARRD/VISCA funded researches; 10% : 3. Communes extension work of the department; : 4. Performs other functions which may be assigned by the Dept. Head. 50% 5%

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195 75 3



14.	POSITION TITLE OF IMMEDIATE SUPERVISOR	: 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
	Department Head	Director of Instruction
1, 40	peparotene read	Director of The state of the
16.	NAMES, TITLES and ITEM NOS, OF THOSE YO	U DIRECTLY SUPERVISE (If more than (7), List
	only by their item nos. and titles.	o bindoidi boilmividis (ii more chai (//, bist
	only by their room nose and titles.	Waller Company of the
		None
17.	MACHINES POLITOMENT TOOLS of a wood	no mile plus in proplement of a sell
110		
	technical references, e	CO.
18.	CONTACTS	: 19. WORKING CONDITION
.00	Occasional Frequent	. 13. MONETING CONDITION
	General Public : : :	Normal Working Condition : x
	Other Agencies	Field Work
	Supervisors	Field Trips
	Management	Exposed to varied Weather
	Others (specify)	others (specify)
	outdoor (phooria)	· Conters (specify)
20.	I CERTIFY that the above answers are ac	curate and complete
	Y Charles and The Control of the Con	
		BATA C. RATILLA
	Date	The same of the sa
	Date	Signature of Employee
	And and the second of the seco	
21.	Describe briefly the general function of the Unit or Section.	
		THE RESERVE OF THE PARTY OF THE
	To provide instruction, research and	extension services.
	and the second s	A manger of house the formation
22.	Describe briefly the general function of	f the position.
1		
	To handle lecture and lab classes in	agronomy
^^	T 1	
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	
	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 with specific area of specialization , plus other requirements per QS of the College	
	Experience:	(9) or one correge
	inpot torroo	
23b.	Licenses or certificates required to do	this work, if any,
	None	
		The state of the s
24.	I hereby certify that the above answers	are accurate and complete.
		/ B
	11.1. 5.00	Mollin
	Jan 3, 1981	ROPOLFO G. ESCALADA
	L Date	Signature and Title of Immediate
		Supervisor
25.	APPROVED:	11 10 11
		16 K. 1/Man.
		.M. R. VILLANDEY A
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	Date	Head of Agency