

REPUBLIC OF THE PHILIPPINES
EO-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

DOF, VISCA

6a. PRES. APPROP.

ACT/ RA6831

BOARD RES/

ORD. NO.

ITEM NO. 78-11

6b. PREV. APPROP.

ACT/

BOARD RES/

ORD. NO.

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Asst Professor II

1. NAME OF EMPLOYEE

MANGAOANG

EDUARDO

O

(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A.

AUTHORIZED

ACTUAL

P57,432.00

7b. OTHER COMPEN-
SATION

9. POSITION OR POSITION TITLE

Asst. Professor II

10. WAPCO CLASSIFICATION OF THE POSITION

(leave blank)

809

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

MUNICIPALITY ☐

CITY ☐

PROVINCIAL ☐

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. To teach forestry & other related courses.

20%

2. To handle researches.

20%

3. To do extension activities.

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.

Mensuration materials, weighing scale, calculator, etc.

18. CONTACT	Occasional	Frequent	19. WORKING CONDITION	
General Public	: x :	: :	Normal Working Condition	: x :
Other Agencies	: x :	: :	Field Work	: :
Supervisors	: :	: x :	Field Trips	: :
Management	: :	: x :	Exposed to varied Weather	: :
Others (Specify)	: :	: :	Others (Specify)	: :

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

June 14, 1991
Date

EDUARDO O. MANEACANG
Signature of Employee

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.

To provide instruction, research & extension in forestry & related fields.

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: MS degree with 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.

7/1/91
Date

JUSTINO P. OLIMPION, Jr.
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

M. P. Villanueva
Head of Agency