

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(Position Description Form)

1. NAME OF EMPLOYEE

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

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT
Visayas State College of Agriculture

2. BUREAU OR OFFICE

SUC

3. DEPT./BRANCH/DIVISION

Dept. of Horticulture

5. WORK STATION//PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROP.
ACT/
BOARD RES/
ORD. NO.
ITEM NO. LS

6b. PREV. APPRO.
ACT/
BOARD RES/
ORD. NO.
ITEM NO.

7a. SALARY P.A. 7b. OTHER COMPENSATION

P61,416.00

8. OFFICIAL DESIGNATION OF POSITION

Assistant Professor I

9. WORKING PROPOSED TITLE

Assistant Professor I

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 3rd 4th 5th 6th
[] [] [] [] [] []

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

Percent of
Working Time

D U T I E S

75%

To teach agronomy courses, coordinate 15 laboratory sections,
and advise thesis students.

20%

To conduct researches.

5%

To do extension works.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;"><u>Department Head</u></p>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR <p style="text-align: center;"><u>Director of Instruction</u></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;"><u>None</u></p>																															
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p style="text-align: center;"><u>Audio-visual equipment, etc.</u></p>																															
18. CONTACT <table style="width: 100%;"> <thead> <tr> <th></th> <th style="text-align: center;"><u>Occasional</u></th> <th style="text-align: center;"><u>Frequent</u></th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Supervisors</td> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Others (Specify)</td> <td></td> <td></td> </tr> </tbody> </table>		<u>Occasional</u>	<u>Frequent</u>	General Public	<input checked="" type="checkbox"/>		Other Agencies	<input checked="" type="checkbox"/>		Supervisors		<input checked="" type="checkbox"/>	Management	<input checked="" type="checkbox"/>		Others (Specify)			19. WORKING CONDITION <table style="width: 100%;"> <thead> <tr> <th></th> <th style="text-align: center;"><input checked="" type="checkbox"/></th> </tr> </thead> <tbody> <tr> <td>Normal Working Condition</td> <td></td> </tr> <tr> <td>Field Work</td> <td></td> </tr> <tr> <td>Field Trips</td> <td></td> </tr> <tr> <td>Exposed to Varied Weather</td> <td></td> </tr> <tr> <td>Others (Specify)</td> <td></td> </tr> </tbody> </table>		<input checked="" type="checkbox"/>	Normal Working Condition		Field Work		Field Trips		Exposed to Varied Weather		Others (Specify)	
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20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <u>Sept. 12, 1994</u> Date <u>[Signature]</u> Signature of Employee </div>																															
21. Describe briefly the general function of the Unit or Section. <p style="text-align: center;"><u>To provide instruction, research & extension services.</u></p>																															
22. Describe briefly the general function of the position. <p style="text-align: center;"><u>To provide instruction in Horticulture subjects.</u></p>																															
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: <u>MS degree with specific area of specialization plus other requirements per QS of the College.</u> Experience: _____																															
23b. Licenses or certificates required to do this work, if any. <p style="text-align: center;"><u>None</u></p>																															
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <u> </u> Date <u>[Signature]</u> ANGELA S. ALMENDRAS - Head, DASS Signature and Title of Immediate Supervisor </div>																															
25. APPROVED: <div style="display: flex; justify-content: space-between;"> <u> </u> Date <u>[Signature]</u> SAMUEL S. GO Head of Agency </div>																															