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

1. NAME OF EMPLOYEE

CASANGCAPAN   MANUEL   EMBODO
(Family Name) (Given Name) (Middle Name)

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

2. BUREAU OR OFFICE

State Universities & Colleges

3. DEPT./BRANCH/DIVISION

Ag. Engineering & Applied Mathematics

5. WORK STATION//PLACE OF WORK

Baybay, Leyte

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

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

₱70,812.00

8. OFFICIAL DESIGNATION OF POSITION

Assistant Professor III

9. WORKING PROPOSED TITLE

Assistant Professor III

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 [x]   CITY [ ]   PROVINCE [ ]

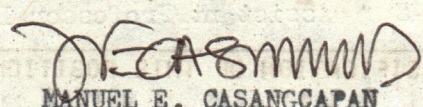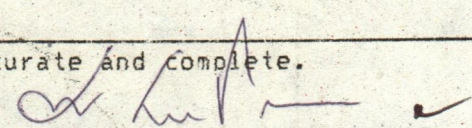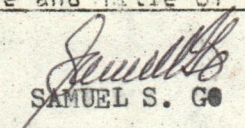1st   2nd   3rd   4th   5th   6th
[ ]   [ ]   [ ]   [ ]   [ ]   [ ]

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

Percent of Working Time	DUTIES
100%	Teaches Ag. Engineering Courses and Mathematics subjects

14. POSITION TITLE OF IMMEDIATE SUPERVISOR	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Professor	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)

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

tractor , calculator, computer , surveying instrument & etc.

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

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

14 SEPT 1994

Date

MANUEL E. CASANGCAPAN

Signature of Employee

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

To conduct instruction, extension and research

22. Describe briefly the general function of the position.

To conduct instruction, research and extension.

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 other requirements per QS of the College.

Experience:

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

not required

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

Sept 14, 1994

Date

ROQUE C. DE PEDRO, JR.

Signature and Title of Immediate Supervisor

25. APPROVED:

SAMUEL S. GO

Date

Head of Agency