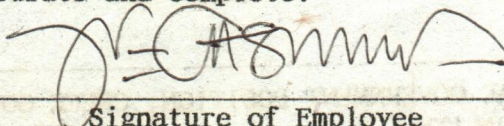
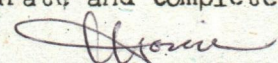
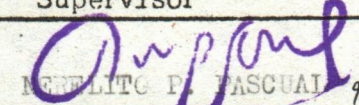


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE CASAN, GABAN, MANUEL EMBODO (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State College of Agriculture		3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: 7b. OTHER COMPENSATION:	
8. OFFICIAL DESIGNATION OF POSITION Assistant Professor		9. WORKING PROPOSED TITLE Assistant Professor	
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 attached additional sheets.			
Percent of Working Time : DUTIES			
80% : Teaches agricultural engineering minor and major courses. 10% : Teaches mathematics subjects. 10% : Do other duties assigned by the			
JIMMY R. ROSILLO August 20, 1999			



Casangcapan  
Asst. Prof. 4

14. POSITION TITLE OF IMMEDIATE SUPERVISOR  Professor	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  Director																												
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.  calculator, pen, computer, typewriter, etc.																													
18. CONTRACT <table style="width: 100%; border: none;"><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;">[ ]</td><td style="text-align: center;">[ ]</td></tr><tr><td>Other Agencies</td><td style="text-align: center;">[ ]</td><td style="text-align: center;">[ ]</td></tr><tr><td>Supervisors</td><td style="text-align: center;">[ ]</td><td style="text-align: center;">[ ]</td></tr><tr><td>Management</td><td style="text-align: center;">[ ]</td><td style="text-align: center;">[ ]</td></tr><tr><td>Other (Specify)</td><td style="text-align: center;">[ ]</td><td style="text-align: center;">[ ]</td></tr></tbody></table>		<u>Occasional</u>	<u>Frequent</u>	General Public	[ ]	[ ]	Other Agencies	[ ]	[ ]	Supervisors	[ ]	[ ]	Management	[ ]	[ ]	Other (Specify)	[ ]	[ ]	19. WORKING CONDITION <table style="width: 100%; border: none;"><tbody><tr><td>Normal Working Condition</td><td style="text-align: center;">[ ]</td></tr><tr><td>Field Work</td><td style="text-align: center;">[ ]</td></tr><tr><td>Field Trips</td><td style="text-align: center;">[ ]</td></tr><tr><td>Exposed to Varied Weather</td><td style="text-align: center;">[ ]</td></tr><tr><td>Others (Specify)</td><td style="text-align: center;">[ ]</td></tr></tbody></table>	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;"><div style="text-align: center;">August 20, 1999 Date</div><div style="text-align: center;"> Signature of Employee</div></div>																													
21. Describe briefly the general function of the Unit or Section.  To conduct instruction, research and extension.																													
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: Relevant masteral degree  Experience: 2 yrs experience, 8 hrs relevant training																													
23b. Licenses or certificates required to do this work, if any.  none																													
24. I HEREBY CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between;"><div style="text-align: center;">August 20, 1999 Date</div><div style="text-align: center;"> JIMMY R. ROSILLO Signature and Title of Immediate Supervisor</div></div>																													
25. APPROVED:  <div style="display: flex; justify-content: space-between;"><div style="text-align: center;">Date</div><div style="text-align: center;"> HEAD OF AGENCY Head of Agency</div></div>																													