

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

1. NAME OF EMPLOYEE

MANGAOANG YOLANDA C
(Family Name) (Given Name) (Middle Name)

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

2. BUREAU OR OFFICE

3. DEPT./BRANCH/DIVISION

DBB, VISCA

5. WORK STATION//PLACE OF WORK

6a. PRES. APPROP. ACT/ RA 7180
BOARD RES/
ORD. NO.
ITEM NO. 102-6

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

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

₱45,600.00

8. OFFICIAL DESIGNATION OF POSITION

Instructor II

9. WORKING PROPOSED TITLE

Instructor II

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

65%

Teaches Plant Pathology 113, 116 and Microbiology 001,
Micro. 22 courses

25%

Conducts research & extension activities

10%

Does committee and other assignments in the department.

100%

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.

Teaching materials, computer, pen, etc.

18. CONTACT

Occasional

Frequent

General Public

X

Other Agencies

X

Supervisors

X

Management

X

Others (Specify)

19. WORKING CONDITION

Normal Working Condition

X

Field Work

Field Trips

Exposed to Varied Weather

Others (Specify)

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

Feb. 21, 1994

Date

YCMangaoang
YOLANDA C. MANGAOANG

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 in plant pathology courses.

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: BS degree w/ 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.

RUBEN M. GAPASIN - Dept. head

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

SAMUEL S. GO
Head of Agency