

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

1. NAME OF EMPLOYEE

SALAS ROSARIO ALGODON  
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL  
GOVERNMENT

Visayas State College of Agriculture

3. BUREAU OR OFFICE

VisCA

4. DEPT./BRANCH/DIVISION Horticulture

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: ACA & PERA  
₱12,000/a

8. OFFICIAL DESIGNATION OF POSITION

Instructor II

9. WORKING PROPOSED TITLE

Instructor II

10. WAPCO CLASSIFICATION OF THIS POSITION

Instructor II

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

70%

Teaching Horticulture subjects:

Hort 141 Lec. & Lab.  
Hort 22 Lab  
Hort 195  
Hort 110

25%

Do research and extension work on Vegetable Crops

5%

Act as academic adviser, organization adviser, class size controller  
Dept. Petty Cashier, Dept. Guidance Coordinator and other  
services that maybe assigned by the Dept. Head.



14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Associate Professor/Dept. Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director, ODI

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)

Elizabeth Peque, Fidel Cabillo, Gerry Mascariola

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

blackboard, chalk, computer, overhead projector, pens, calculator, etc.

18. CONTRACT

Occasional Frequent

General Public	[ ]	[ x ]
Other Agencies	[ x ]	[ ]
Supervisors	[ ]	[ x ]
Management	[ x ]	[ ]
Other (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.

10/17/2000

Date

ROSARIO A. SALAS

Signature of Employee

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

Teaching Horticulture subjects and doing research work on vegetable crops.

22. Describe briefly the general function of the position.

Teach, do research work and extension services to clientele on Horticultural crops

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 plus other requirements per QS of the college.

Experience: none required

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

none required

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

MISAE T. DIPUTADO, JR.

Date

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

PACIFICIA P. MILAN

Head of Agency