

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

Dept. of Agronomy & Soils Science

6a. PRES. APPROP.

ACT/BLG. 640

BOARD RES./

ORD. NO.

ITEM NO.

6b. PREV. APPROP

ACT/

BOARD RES./

ORD. NO.

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

Instructor

10. WAPCO CLASSIFICATION OF THIS POSITION

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

80%

1. Handles lecture and laboratory classes in Agronomy;
Advises students in their thesis work;

10%

2. Conducts PCARRD/VISCA funded researches;

5%

3. Conducts extension work of the dept;

5%

4. Performs other functions which may be assigned by the dept. head.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Head, Dept. of Agronomy & Soils Science :

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.

technical references, etc.

18. CONTACTS

Occasional

Frequent

General Public

Other Agencies

Supervisors

Management

Others (Specify)

19. WORKING CONDITION

Normal Working Condition

Field Work

Field Trips

Exposed to varied Weather

Others (Specify)

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

June 18, 1980

Date

Chotilla

Signature of Employee

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

To provide instruction, research and extension services

22. Describe briefly the general function of the position.

To handle lecture and lab. classes in Agron.; conduct research and extension services.

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 with specific area of specialization

Experience:

plus other requirements per QS of the College

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

24. I hereby certify that the above answers are accurate and complete.

June 18, 1980

Date

Chotilla

Signature and Title of Immediate Supervisor

25. APPROVED:

M. R. Villanueva

M. R. VILLANUEVA

Head of Agency

Date