

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

1. NAME OF EMPLOYEE

MANGAOANG YOLANDA DE LA CRUZ
(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

5. WORK STATION//PLACE OF WORK

6a. PRES. APPROP. ACT/
BOARD RES. ORD. NO.
ITEM NO.

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

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

P45,600.00

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING PROPOSED TITLE

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

75%

1. Teaches plant pathology courses, general microbiology, introductory mycology lecture and laboratory.

15%

2. Acts as study leader in GTZ Mushroom Cultivation project.

5%

3. Acts as subject matter specialist in mycology in Plant Pest Clinic.

5%

4. Other duties assigned by the department head.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR
Department Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
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.

18. CONTACT

	Occasional	Frequent
General Public	X	
Other Agencies		X
Supervisors		X
Management		
Others (Specify)		

19. WORKING CONDITION

	X
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 16, 1993
Date

Yolanda C. Mangaoang
YOLANDA C. MANGAOANG

Signature of Employee

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

To provide instruction, research and extension services in the field of Plant Protection.

22. Describe briefly the general function of the position.

To provide instruction in plant pathology courses, conduct researches.

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 plus other requirements per QS of the College.

Experience:

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

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

M. R. Villanueva Dept. Head

Date

Signature and Title of Immediate Supervisor

25. APPROVED:

M. R. Villanueva
M. R. VILLANUEVA

Date

Head of Agency

Renewal 7-6-93