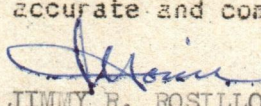


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE Casangan Manuel Embede (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State College of Agriculture		3. BUREAU OR OFFICE Stature Universities & Colleges	
4. DEPT./BRANCH/DIVISION Dept of Ag. Engineering & Applied Mathematics		5. WORK STATION/PLACE OF WORK	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.		7a. SALARY P.A.:	
6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.		7b. OTHER COMPENSATION:	
8. OFFICIAL DESIGNATION OF POSITION Asst. Professor		9. WORKING PROPOSED TITLE Asst. 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			
40%	:	Teaches mathematics subjects	
50%	:	Teaches agricultural engineering subjects.	
10%	:	Do other duties assigned by the supervisor/dept head.	
100%	:		

Casangcapan, ME

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Professor	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR Professor																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.																													
18. CONTRACT <table style="width:100%;"><thead><tr><th></th><th style="text-align: center;">Occasional</th><th style="text-align: center;">Frequent</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>		Occasional	Frequent	General Public	[]	[]	Other Agencies	[]	[]	Supervisors	[]	[]	Management	[]	[]	Other (Specify)	[]	[]	19. WORKING CONDITION <table style="width:100%;"><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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Others (Specify)	[]																												
20. I CERTIFY that the above answers are accurate and complete. <u>12 Aug 1998</u> Date  MANUEL E. CASANGCAPAN Signature of Employee																													
21. Describe briefly the general function of the Unit or Section.																													
22. Describe briefly the general function of the position.																													
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: 1 yr relevant experience; 4 hrs relevant training																													
23b. Licenses or certificates required to do this work, if any.																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <u>8/12/98</u> Date  JIMMY R. ROSILLO Signature and Title of Immediate Supervisor																													
25. APPROVED: _____ Date  SAMUEL S. GO Head of Agency																													