

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE MARANGUIT LAUREANO SUYOM (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE VSU	
4. DEPT./BRANCH/DIVISION Horticulture		5. WORK STATION/PLACE OF WORK VSU	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.		6b. PREV. APPRO. ACT/ BOARD RES/ ITEM NO. VSU-AP-FAWK-4-1998	
7a. SALARY P.A.: P104,556.40		7b. OTHER COMPENSATION/PERA/ACA P2000.00/m	
8. OFFICIAL DESIGNATION OF POSITION Farm Worker II		9. WORKING PROPOSED TITLE Farm Worker II	
10. AAPCO CLASSIFICATION OF THIS POSITION Farm Worker II		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [ ] CITY [ ] PROVINCE [ ]			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
<p>Percentage of Time Assigned to Each Duty:</p> <p>Working Time: DUTIES</p> <p>45% : Mass propagation of ornamental plants</p> <ul style="list-style-type: none"> <li>- collection and preparation of potting mixture</li> <li>- preparation of planting materials</li> <li>- planting, potting and repotting</li> </ul> <p>45% : Care and maintenance of ornamental plants</p> <ul style="list-style-type: none"> <li>- Watering</li> <li>- Spraying pesticides</li> <li>- Fertilizer application</li> <li>- Pruning</li> <li>- Weeding</li> </ul> <p>10% : Others:</p> <p>Help plan and assist in the construction of Dept. booth and putting up of exhibits and putting up of exhibits in garden shows in VSU and other towns in Leyte.</p>			



<b>14. POSITION TITLE OF IMMEDIATE SUPERVISOR</b> Department Head		<b>15. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b> College Dean																													
<b>16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE</b> (List only by their item nos. and titles)      n/a																															
<b>17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.</b> shovel, budding knife/grafting knife, bolo, knapsak sprayer, water sprayer, etc.																															
<b>18. CONTACT</b> <table border="0" style="width:100%;"><tr><td></td><td style="text-align: center;">Occasional</td><td style="text-align: center;">Frequent</td></tr><tr><td>General Public</td><td style="text-align: center;"><input checked="" type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr><tr><td>Other Agencies</td><td style="text-align: center;"><input checked="" type="checkbox"/></td><td style="text-align: center;"><input type="checkbox"/></td></tr><tr><td>Supervisors</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input checked="" type="checkbox"/></td></tr><tr><td>Management</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input checked="" type="checkbox"/></td></tr><tr><td>Others (Specify)</td><td style="text-align: center;"><input type="checkbox"/></td><td style="text-align: center;"><input checked="" type="checkbox"/> students</td></tr></table>			Occasional	Frequent	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input checked="" type="checkbox"/> students	<b>19. WORKING CONDITION</b> <table border="0" style="width:100%;"><tr><td colspan="2">Normal Working Condition</td></tr><tr><td>Field work</td><td style="text-align: center;"><input type="checkbox"/></td></tr><tr><td>Field Trips</td><td style="text-align: center;"><input type="checkbox"/></td></tr><tr><td>Exposed to Varied Weather</td><td style="text-align: center;"><input checked="" type="checkbox"/></td></tr><tr><td>Other's (Specify)</td><td style="text-align: center;"><input type="checkbox"/></td></tr></table>		Normal Working Condition		Field work	<input type="checkbox"/>	Field Trips	<input type="checkbox"/>	Exposed to Varied Weather	<input checked="" type="checkbox"/>	Other's (Specify)	<input type="checkbox"/>
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<b>20. I CERTIFY that the above answers are accurate and complete.</b> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 45%;"><hr style="border: 0; border-top: 1px solid black;"/><div style="text-align: center;">Date</div></div><div style="width: 45%; text-align: right;"><div style="text-align: center;"> <b>LAUREANO S. MARANGUIT</b> Signature of Employee</div></div></div>																															
<b>21. Describe briefly the general function of the Unit or Section.</b> Propagation of ornamental plants for instruction, research, extension and production.																															
<b>22. Describe briefly the general function of the position.</b> Growing, propagation, care and maintenance of ornamental plants, for instruction research, extension and production.																															
<b>23. 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).</b> Education: Elementary Graduate and other requirements per QS of the University. Experience: none required																															
<b>23b. Licenses or certificates required to do this work,</b> none																															
<b>24. I HEREBY CERTIFY that the above answers are accurate and complete.</b> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 45%;"><hr style="border: 0; border-top: 1px solid black;"/><div style="text-align: center;">Date</div></div><div style="width: 45%; text-align: right;"><div style="text-align: center;"> <b>ELIZABETH D. BRIONES</b> Signature and Title of Immediate Supervisor</div></div></div>																															
<b>25. APPROVED</b> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 45%;"><hr style="border: 0; border-top: 1px solid black;"/><div style="text-align: center;">Date</div></div><div style="width: 45%; text-align: right;"><div style="text-align: center;"> <b>JOSE L. BACUSMO</b> Head of Agency</div></div></div>																															