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	3. BUREAU OR OFFICE
Visayas State College of Agriculture	Horticulture, ViSCA

4. DEPT./BRANCH/DIVISION	5. WORK STATION/PLACE OF WORK
Horticulture	Horticulture

6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO. Lump sum	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO. Lump sum	7a. SALARY P.A.: 7b. OTHER COMPENSATION: ACA & PERA: ₱1,000.00/mo.

8. OFFICIAL DESIGNATION OF POSITION	9. WORKING PROPOSED TITLE
Instructor II	Instructor II

10. WAPCO CLASSIFICATION OF THIS POSITION	11. OCCUPATION GROUP TITLE
Instructor II	(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 — Teaches Horticulture subjects: — Hort 22 — Hort 141 — Hort 195
20%	Research — Do research work on vegetables
10%	Extension and Others — Production of locally grown vegetable seeds — Do other functions as maybe assigned by the dupervisor.

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)

Research Assistant — 1
Laborers — 4

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

chalk, blackboard, ballpen, class reocrd, computer, calculator, etc.

18. CONTRACT	**19. WORKING CONDITION**
Occasional Frequent	Normal Working Condition [x]
General Public [x] [ ]	Field Work [ ]
Other Agencies [x] [ ]	Field Trips [ ]
Supervisors [x] [ ]	Exposed to Varied Weather [ ]
Management [ ] [x]	Others (Specify) [ ]
Other (Specify) [ ] [x]	

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

Sept. 15, 1998   ROSARIO A. SALAS
_____   _____
Date   Signature of Employee

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

Teaching Horticulture subjects

22. Describe briefly the general function of the position.

Teaches Hort. subjects, do research work on vegetables and work on some extension projects.

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: Bachelor's degree in the area of specialization

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.

Sept. 15, 1998   MISAEL T. DIPUTADO, JR.
_____   _____
Date   Signature and Title of Immediate
Supervisor

25. APPROVED:

SAMUEL S. GO
_____   _____
Date   Head of Agency