

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

Agricultural Engineering & Applied Mathematics

1. NAME OF EMPLOYEE

CASANGCAPAN

(FAMILY NAME)

MANUEL

(GIVEN NAME)

EMBODO

(MIDDLE NAME)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES... APPROP.

ACT/BP Blg. 230

BOARD RES./

ORD. NO.

ITEM NO. Lump Sum

6b. PREV. APPROP.

ACT/

BOARD RES./

ORD. NO.

ITEM NO.

7a. SALARY P.A.

AUTHORIZED

P15264p.a.

ACTUAL

P15264.00 p.a.

7b. OTHER COMPENSATION

cola

8. OFFICIAL DESIGNATION OF POSITION

Instructor

9. WORKING OR PROPOSED TITLE

Instructor

10. MAPCO CLASSIFICATION OF THIS POSITION

11. OCCUPATIONAL 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 : DUTIES

Working
Time

90%

1. Teaches Mathematics, Agricultural Engineering and Physics courses.

10%

2. Writes research proposals and performs other functions which the Department Head may assign from time to time.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR
 Head, Dept. of Ag. Eng. & Applied Math. 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.
 Calculator, chalkboard, chalk, eraser, etc.

18. CONTACTS 19. WORKING CONDITION

	Occasional	Frequent		
General Public	: x :	:	Normal Working Condition	: x :
Other Agencies	: x :	:	Field Work	:
Supervisors	:	: x :	Field Trips	:
Management (students)	:	: x :	Exposed to varied weather	:
Others (Specify)	:	:	Others (Specify)	:

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

26 March 1984

Date

MANUEL E. CASANGCAPAN

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 provide instruction in Mathematics and Agricultural Engineering courses.

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
 Experience: per QS of the College.

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

None

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

3-30-84

Date

MARGARITO C. ESCALANTE, Head, Dept. of
 Signature and Title of Immediate
 Supervisor
 Agricultural Engineering & Applied Math.

25. APPROVED:

3-30-84

Date

F. A. BLONARDO
 Head of Agency