

REPUBLIC OF THE PHILIPPINES

BC-CJS Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

DAEAM, VISCA

1. NAME OF EMPLOYEE
CASANGCAPAN

MANUEL

E.

(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

6a. PRES. APPROV.
ACT/ RA 6831

6b. PREV. APPROV.
ACT/

7a. SALARY P.A.
AUTHORIZED

7b. OTHER COMPEN-
SATION

BOARD RES/

BOARD RES/

ACTUAL ₱42,480.00

ORD. NO.

ORD. NO.

ITEM NO. LS

ITEM NO.

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING PROPOSED TITLE

Instructor I

Instructor I

10. WAPOO CLASSIFICATION OF THIS POSITION

11. OCCUPATION GROUP TITLE
(leave blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS

MUNICIPALITY ☐

CITY ☐

PROVINC ☐

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

70%

1. Conducts/teaches Ag. Engineering courses and mathematics.

15%

2. Conduct research & extension activities of DAEAM.

10%

3. In-charge of DAEAM computer units.

5%

4. Do other duties as assigned by department head.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Department Head : 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.

Teaching materials, computer, calculator, etc.

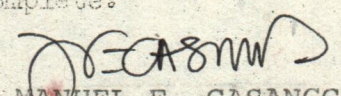
18. CONTACT : 19. WORKING CONDITION

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

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

06 OCT 1992

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 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
Experience: other requirements per QS of the Code

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

None

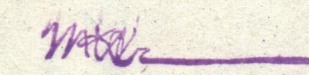
24. I hereby certify that the above answers are accurate and complete.

Date


GREGORIO J. GALLINATO - Dept. Head
Signature and Title of Immediate Supervisor

25. APPROVED:

Date


MANUEL K. PALOMARES
Officer-in-Charge