

REPUBLIC OF THE PHILIPPINES
BC-CSC Form No. 1
(Position Description Form)

1. NAME OF EMPLOYEE

RAMOS ARSENIO D
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT
Visayas State College of Agriculture

2. BUREAU OR OFFICE

3. DEPT./BRANCH/DIVISION

5. WORK STATION//PLACE OF WORK

6a. PRES. APPROP. ACT/
BOARD RES. 7180
ORD. NO.
ITEM NO. LS

6b. PREV. APPRO. ACT/
BOARD RES/
ORD. NO.
ITEM NO.

7a. SALARY P.A. 7b. OTHER COMPENSATION

₱42,480.00

8. OFFICIAL DESIGNATION OF POSITION

9. WORKING PROPOSED TITLE

Instructor I

Instructor I

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 attach additional sheets.

Percent of
Working Time

D U T I E S

60%

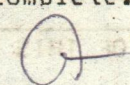
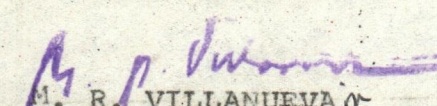
1. Teaching horticulture courses.

20%

2. Do research work.

20%

3. Handle department projects.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Department Head	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR 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. References, visual aids, calculator, pen, etc.																													
18. CONTACT <table border="1" style="width:100%; border-collapse: collapse;"><thead><tr><th></th><th>Occasional</th><th>Frequent</th></tr></thead><tbody><tr><td>General Public</td><td style="text-align: center;">X</td><td></td></tr><tr><td>Other Agencies</td><td style="text-align: center;">X</td><td></td></tr><tr><td>Supervisors</td><td></td><td style="text-align: center;">X</td></tr><tr><td>Management</td><td></td><td style="text-align: center;">X</td></tr><tr><td>Others (Specify)</td><td></td><td></td></tr></tbody></table>		Occasional	Frequent	General Public	X		Other Agencies	X		Supervisors		X	Management		X	Others (Specify)			19. WORKING CONDITION <table border="1" style="width:100%; border-collapse: collapse;"><tbody><tr><td>Normal Working Condition</td><td style="text-align: center;">X</td></tr><tr><td>Field Work</td><td></td></tr><tr><td>Field Trips</td><td></td></tr><tr><td>Exposed to Varied Weather</td><td></td></tr><tr><td>Others (Specify)</td><td></td></tr></tbody></table>	Normal Working Condition	X	Field Work		Field Trips		Exposed to Varied Weather		Others (Specify)	
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20. I CERTIFY that the above answers are accurate and complete. <u>JAN. 26, 1993</u> Date  ARSENIO D. RAMOS 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, research, extension services.																													
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 w/ specific area of specialization plus Experience: other requirements 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. <u>1/26/93</u> Date  CASIMIRO D. CARCALLAS - Dept. head Signature and Title of Immediate Supervisor																													
25. APPROVED: _____ Date  M. R. VILLANUEVA Head of Agency																													