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

DOH VISCA

5. WORK STATION//PLACE OF WORK

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

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

7a. SALARY P.A.

₱42,480.00

7b. OTHER COMPENSATION

8. OFFICIAL DESIGNATION OF POSITION

Instructor I

9. WORKING PROPOSED TITLE

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.

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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.

References, visual aids, calculator, pen, etc.

18. CONTACT

	Occasional	Frequent
General Public	x	
Other Agencies	x	
Supervisors		x
Management		x
Others (Specify)		

19. WORKING CONDITION

Normal Working Condition	x
Field Work	
Field Trips	
Exposed to Varied Weather	
Others (Specify)	

FILE

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

JAN. 26, 1993 — Date

ARSENIO D. RAMOS — Signature of Employee

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

To provide instruction, reseaarch 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.

1/26/93 — Date

CASIMIRO D. CARCALLAS - Dept.head — Signature and Title of Immeddiate Supervisor

25. APPROVED:

Date

M. R. VILLANUEVA — Head of Agency