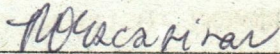
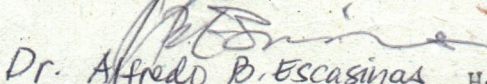
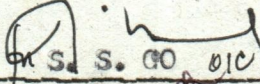


95.1a

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <u>ESCASINAS RUTH OTAZA</u> (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State College of Agriculture		3. BUREAU OR OFFICE Department of Agronomy and Soil Science	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK Baybay, Leyte	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: P138,180	
		7b. OTHER COMPENSATION:	
8. OFFICIAL DESIGNATION OF POSITION Asst. Prof.		9. WORKING PROPOSED TITLE Asst. Prof.	
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 attached additional sheets.			
Percent of Working Time : DUTIES			
70%	:	instruction, act as thesis adviser, SRC chairman and member, and coordinates classes	
13%	:	conducts researches	
15%	:	does extension works	
2%	:	act as petty cash custodian	

Escasinas

14. POSITION TITLE OF IMMEDIATE SUPERVISOR Alfredo B. Escasinas- Dept. Head, DASS	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. board, chalk, calculator, oven, refrigerator, meter stick, overhead projector																													
18. CONTRACT <table style="width: 100%;"> <thead> <tr> <th></th> <th style="text-align: center;"><u>Occasional</u></th> <th style="text-align: center;"><u>Frequent</u></th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Other (Specify) students</td> <td style="text-align: center;">[]</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>		<u>Occasional</u>	<u>Frequent</u>	General Public	[]	[]	Other Agencies	[]	[]	Supervisors	[]	[x]	Management	[]	[]	Other (Specify) students	[]	[]	19. WORKING CONDITION <table style="width: 100%;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">[x]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;">[]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;">[]</td> </tr> </tbody> </table>	Normal Working Condition	[x]	Field Work	[x]	Field Trips	[x]	Exposed to Varied Weather	[]	Others (Specify)	[]
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Others (Specify)	[]																												
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>July 28, 1999</u> Date </div> <div style="text-align: center;">  Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. Instruction, Research and Extension																													
22. Describe briefly the general function of the position. Instruction, Research and Extension																													
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 relevant to the job Experience: 1 yr relevant experience; 5 hrs relevant training																													
23b. Licenses or certificates required to do this work, if any. none																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>Aug. 3, 1999</u> Date </div> <div style="text-align: center;">  Dr. Alfredo B. Escasinas, Head, DASS Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED: <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u> </u> Date </div> <div style="text-align: center;">  S. S. GO. OIC Head of Agency </div> </div>																													